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ABSTRACT

This document presents the proposals of ten working parties, each dealing with a particular type of library or a major topic of current concern, which were set up in 1977 to aid the Jamaica National Council on Libraries, Archives, and Documentation Services in the formulation of a plan for a national documentation, information, and library system. Areas addressed in the plan include national information policy, the national coordinating body, legislation, the National Library of Jamaica, Jamaica Archives and Records Centre, Jamaica Movement for the Advancement of Literacy (JAMAL Foundation), the Jamaica Library Service, teachers' college libraries, government and special libraries, University of the West Indies Libraries (Mona), national organizational framework, manpower resources, professional associations, standards, universal bibliographic control, automation and data banks, publishing and production of books and audiovisual materials, financial aid and external aid, and regional and international cooperation. Appendices provide organizational charts and collections and expenditure data for 1975-76. (JD)

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A National Documentation, Information And Library System For Jamaica

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

NATIONAL COUNCIL
ON
LIBRARIES, ARCHIVES AND DOCUMENTATION
SERVICES

KINGSTON, JAMAICA
1978

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Table of Contents

PAGE

Letter of Transmission ... (i)-(ii)

PLAN FOR A NATIONAL DOCUMENTATION, INFORMATION AND LIBRARY SYSTEM FOR JAMAICA ... 1

Principal Recommendations ... 2

No.

1. National Information Policy ... 2
2. National Co-ordinating Body ... 2
3. Legislation ... 3
4. The National Library of Jamaica ... 3
5. Jamaica Archives and Records Centre ... 4
6. JAMAL Foundation ... 4
7. The Jamaica Library Service ... 5
8. Teachers' College Libraries ... 7
9. Government and Special Libraries ... 8
10. University of the West Indies Libraries (Mona) ... 10
11. National Organizational Framework ... 11
12. Manpower Resources ... 11
13. Professional Associations ... 12
14. Standards ... 12
15. Universal Bibliographical Control ... 13
16. Automation and Data Banks ... 13
17. Publishing and Production: Books and Audio-visual Materials ... 13
18. Financial Support and External Aid ... 14
19. Regional and International Co-operation ... 15

Appendices

I National Information Network System (Chart) ... 17
II National Organizational Framework (Chart) ... 18
III Libraries, Archives and Documentation Services in Jamaica: Collections & Expenditure 1975-1976 (Table) ... 19

Methodology

Letter of invitation to serve on Working Parties ... 20
Guidelines for Working Parties ... 21
List of Working Parties ... 22

REPORTS OF THE WORKING PARTIES

No. 1. **National Priorities, Legislation and Financial Resources** ... 24
  I National Priorities ... 24
  II Legislation ... 27
  III Financial Resources and Expenses ... 28
  IV Recommendations ... 29

Appendices

I Restructuring the West India Reference Library (WIRL) to become the National Library of Jamaica ... 30
II References and Bibliography of Sources consulted ... 33

No. 2. **The National Library of Jamaica** ... 35
  I Objectives of the National Library ... 35
  II Functions of the National Library ... 35
  III Justification for the West India Reference Library to be restructured and designated the National Library of Jamaica ... 36
  IV Proposed Structure of the National Library ... 37
  V Financial Provisions and Resources ... 37

Appendix

National Library of Jamaica Draft Organization Chart ... 39

No. 3. **Archives and Records Management** ... 40
  I Importance of a National Archives ... 40
  II Archives and the National Information System ... 40
  III Archival Developments in Jamaica ... 40
  IV Recommendations ... 41

No. 4. **Public, School and Teachers' College Libraries** ... 44
  I Methodology ... 44
  II Introduction ... 44

1. Public and Schools Library Services 44
2. High School Libraries 44
3. Teachers' Colleges 45
4. Manpower Needs 46

III Recommendations 47
1. General 47
2. Public Libraries 47
3. School Libraries 48
4. Teachers' Colleges 48
5. Integration of the Public and Schools Library Services into the National Information System 49
6. Manpower 49

Appendices

I The Jamaica Library Service 51
II The Schools Library Service 55
III Development of Libraries in Teachers' Colleges 57

No. 5. Government and Special Libraries exclusive of Science and Technology 58

I Introduction 58
II Methodology 58
III Findings 58
IV Recommendations 59
V Conclusion 60

Appendix

Estimated Expenditure on some Government-Funded and Special Libraries (Table) 61

No. 6. Information Services for Science and Technology 62

I Introduction 62
II Proposed Plans 62
III Structure, Functions and Mode of operation of the Network 62
IV Organizing the Collections 63
V Manpower 63
VI Sources of Information and Data Collection 63
VII Recommendations 63

No. 7. Libraries of the University of the West Indies 65

I Introduction 65
II Role and Functions 65
III Subject Specialization and Resource Sharing 65
IV Limitations of Resource Sharing 66
V Costing 67
VI Recommendations 67

Appendix

The University of the West Indies Library's Role in supporting Local Libraries 69

No. 8. Manpower Resources 70

I Introduction 70
II Manpower Requirements 70
III Recruitment 70
IV Training Needs 70
V Wastage in the Profession 71
VI Conditions of Service 71
VII Salaries 72
VIII Recommendations 73

Appendix

Summary of Recommendations 75

No. 9. Data Bases and Automation in Libraries 77

I Introduction 77
II Survey of Existing and Projected Programmes 77
III Overview of Current Possibilities 78
IV Possible National Applications 79
V Costing 79
VI Recommendations 80
VII References 81

No. 10. Publishing and Production: Books and Audio-Visual Materials 82

I Introduction 82
II Book Publishing and Printing 82
III Audio-Visual Materials 82
IV Recommendations 83

Office of the Prime Minister
National Council on Libraries,
Archives and Documentation Services
Kingston.

April, 1977.

Hon. Michael Manley, M.P.
Prime Minister
Jamaica House
Kingston 6.

Dear Prime Minister,

Libraries in the last quarter of the twentieth century are becoming a major tool of national development, and in Jamaica the creation of a National Information System based on our libraries can play a dynamic role in reshaping outlook, providing historical perspective, expanding intellectual horizons, informing action, and fostering cultural, social and economic re-assessment and reconstruction. Serving as they now do more than a million readers in Jamaica of all ages and all sectors, the libraries are the organic base of a vital process of life-long popular education, and a continuing search by experts and workers alike for relevant knowledge, genuine wisdom and cultural satisfaction.

It is in recognition of this challenge of change, and in keeping with your mandate to us that we present this report on Libraries, Archives and Documentation Services.

We would point out that Jamaica has created in response to various needs and pressures an impressive and invaluable complex of library services and has developed among our people a widespread appreciation of and massive popular participation in libraries. The fact however that the important libraries at the Institute of Jamaica, the University of the West Indies, the Jamaica Library Service, the large number of small libraries in Government Ministries and quasi-governmental agencies, as well as libraries in the private sector, have all started independently, at different times and in different circumstances means that they are unrelated to each other, and lacking in any co-ordination. The function of the National Council on Libraries, Archives and Documentation Services is to advise on the co-ordination of all these organizations and efforts into an integrated national information system. It is envisaged that each organization shall retain its proper autonomy but share in a clearly articulated national policy.

Our principal recommendations are:

(1) The establishment of THE NATIONAL LIBRARY OF JAMAICA as the storehouse of our culture and traditions, the guardian of our history and heritage, and the wellspring of inspiration for our cultural and economic future. This National Library, based on the re-structuring of the West India Reference Library of the Institute of Jamaica, must serve as the legal repository, and national reference source for all print and non-print materials issued in Jamaica and about Jamaica and by Jamaicans issued elsewhere.

(2) The recognition of the vital role which libraries must play in national development by storing, classifying, retrieving and making readily available (subject to appropriate conditions laid down from time to time) records of research work being undertaken or completed in the physical sciences, the applied sciences, the social sciences, the developmental sciences, as well as in history, the arts and humanities. Specifically this involves improved methods for reporting, registering and making available in appropriate form to experts, planners, scholars, and the general public the results of research undertaken by postgraduates at the University of the West Indies, by the Institute of Social and Economic Research, the Scientific Research Council, the National Planning Agency, the Jamaica Industrial Development Corporation, and other organizations such as the Ministries and Statutory Bodies and Private Research Bodies dealing with Economic, Agricultural, Nutritional, Health, Industrial, Mining and other matters.

(3) The co-ordination into appropriate networks of existing libraries, archives and documentation services under functional groupings to eliminate gaps and duplications and overcome

deficiencies by such means as the strategic use of available professional staff, co-ordinated acquisition policies, and the development of efficient systems of inter-library loans and retrieval services to ensure that the wealth of information at present in our libraries may become readily available to experts and other workers in search of information.

(4) The fuller utilisation of the various library services in Jamaica by making maximum use of the buildings and professional and para-professional staff by ensuring

- *(a) a supply of appropriate printed and audio-visual materials adequate to meet the varied needs of the public, the new literates, workers, and Government personnel;*
- *(b) that Government agencies recognise fully the extent to which the various library networks provide a means of constant communication with the widest cross-section of the population.*

(5) Introduction of modern technology to facilitate cataloguing and other processes, bearing in mind, where applicable, the phenomenal benefits of library automation and the possibility of planning on a phased basis means to improve the efficiency of internal operations and to make possible access to data banks, and other reservoirs of information available in Jamaica, in the Caribbean and internationally.

(6) Early passage of pending Archives Legislation to provide a modern legal foundation for the continued maintenance of the Jamaica Archives and the administration of an expanded Records Management Service and Records Centre. A proper system of Records Management in Government Ministries could save much valuable office space now used inefficiently thereby wasting public funds by unnecessary office accommodation, waste of clerical time and frustration suffered by top-level Government personnel and the general public.

(7) Establishment of national standards with relevant legislation and adequate financial support geared towards the upgrading of all types of libraries, archives and documentation services in Jamaica, particularly those serving Government Ministries and educational institutions at all levels.

(8) Provision of strong support for the education of fully-qualified professional librarians and the training of essential technical and other support staff; and acceptance of a comprehensive classification and pay plan to ensure salaries and conditions of service parallel to those accorded to persons of equivalent educational level in other fields.

(9) Replacement of present Copyright Legislation with a comprehensive, modern, legal instrument for the protection and preservation of all types of creative material, both print and non-print, produced or issued in Jamaica.

In submitting for your information our Plan for a National Information System for Jamaica, the Council wishes to place on record the invaluable work which has been done by the ten Working Parties, by our UNESCO Consultant, Dr. Dorothy Collings, and by the Council's staff, Mrs. Sheila Lampart, Executive Secretary, Miss Mercedes Josephs, Librarian/Researcher and Mrs. Hazel Walker, Secretary. Most especially, the Council also records its gratitude and pays tribute to all the librarians of Jamaica, whose dedication and devotion have made possible the achievements of the past, and who, with the continued support of the Government and people of Jamaica, will take the further steps needed to provide the country with a fully integrated and effective national information system.

Yours faithfully,

Henry Fowler

Henry Fowler
Chairman

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Plan for a National Documentation, Information and Library System for Jamaica

Introduction

In 1972 an Exploratory Committee on Arts and Culture was appointed by the Prime Minister of Jamaica to "assess the cultural situation and to recommend action".

On the recommendation of this Committee the Prime Minister appointed in 1973 the National Council on Libraries, Archives and Documentation Services.

On 25th March, 1974 the National Council on Libraries, Archives and Documentation Services held its inaugural meeting at the Office of the Prime Minister. The Council was given the responsibility of making recommendations directly to Government regarding:

(i) a national plan for the development of libraries, archives and documentation services;

(ii) the stimulation and development of libraries, archives and documentation centres in private organizations;

(iii) the establishment of a national deposit library;

(iv) the review of the nation's library, archives and documentation needs;

(v) the establishment of national standards, with whatever relevant legislation might be necessary, geared towards the upgrading of all types of libraries, archives and documentation services in Jamaica.

In August, 1974 Cabinet considered Submission No. 365/ME-26 and in Decision 37/74 dated September 19, 1974

> "accepted as policy the pursuance of activities which will lead to the effective provision or improvement of national information systems which can be accommodated within the national budget".

In September 1974 the International Conference on Planning National Documentation, Library and Archives Infrastructure, organized by UNESCO, met in Paris and adopted unanimously recommendations supporting the concept and objectives of national information systems (NATIS), encompassing all services involved in the provision of information for all sectors of the community and for all categories of users. An official delegation of four persons represented Jamaica at this important conference.

As a follow-up to the UNESCO meeting a Caribbean Workshop on Planning of National Information Systems for the Caribbean Area was held in Kingston in November 1975 sponsored jointly by UNESCO and the Jamaica Library Service.

Against this background, an official request was made to UNESCO by the Government of Jamaica for the services of a Consultant for three months to assist the Council in the formulation of a plan for a national information system (NATIS) for Jamaica.

In order to provide the necessary factual background for the formulation of the Plan, the Council decided to undertake a survey of existing libraries, archives and documentation services in Jamaica. Under the direction of a Librarian/Researcher, a questionnaire survey supplemented by interviews has been undertaken and will result in the publication of a *Directory of Library Resources in Jamaica* to be published by the Council.

Formulation of the Plan

The UNESCO Consultant, Dr. Dorothy Collings, took up duties on January 10, 1977. Under guidelines set-out by the National Council, Dr. Collings proposed and the Council accepted the following work plan:

Ten Working Parties, each dealing with a particular type of library or a major topic of current concern (e.g. automation) were set up to enable the Council

(a) to obtain the widest participation of knowledgeable persons engaged or interested in the improvement of libraries, archives, and documentation services in Jamaica.

(b) to ensure that the recommendations made are in correlation with national priorities.

To facilitate co-ordination, each of the ten Working Parties was chaired by a member of the National Council.

Meetings of these Working Parties were held during the period February 1-March 8, 1977. Throughout this process, the Consultant and the Council's Executive Secretary attended and participated in the deliberations of the Working Parties. Intensive work on the preparation of the Draft Plan was then undertaken by the Consultant and Executive Staff of the Council. Before finalization of the Plan, discussions took place at a Seminar to which all Librarians, Chairmen, Rapporteurs and Members of Working Parties and other persons in related fields were invited in order that their comments and suggested revisions could be taken into account.

Objectives

The fundamental objectives of the national information system are:

(i) to assist in the achievement of national goals and priorities through the provision of relevant information as needed for action by each individual and every sector of the society;

(ii) to assist in the development of the nation's human resources by the provision of effective libraries, archives and documentation services required for every level of education and training, both formal and informal;

(iii) to assist and stimulate economic productivity through the provision of information needed for research and all stages of its practical application:

(iv) to heighten the nation's awareness of its cultural heritage and to foster its further improvement;

(v) to foster the understanding at all levels (in Government, in the private sector, amongst unionised and non-unionised workers) that the national information service is an essential tool for development in the re-organisation of our social and economic structure;

(vi) to develop every means of ensuring that the information services are made fully available to all sections of the population;

(vii) to keep under continuous review the maximum utilisation of the buildings and facilities in libraries.

Criteria of the Principal Recommendations

The Principal Recommendations, stated below, are based on the following criteria:

— to improve the effectiveness of existing libraries, archives and documentation services through careful planning, co-ordination and integration thus making maximum use of available resources.

— to close major gaps which now exist in the national information system (e.g. the lack of a National Library).

— to provide a sound legal foundation in order to guarantee continuity, designed with sufficient flexibility to accommodate continuous growth, ensure adequate financial support and facilitate the use of changing technologies.

— to emphasise that planning is a continuous process which requires careful assessment and revision to meet the exigencies of changing circumstances.

Principal Recommendations

1. National Information Policy

(a) In view of the importance and pervasive nature of information, plans for the further development of the national information system should form an integral part of the country's overall national plans for social, economic and cultural development.

(b) The national information system will be based on and result from the careful co-ordination of all types of libraries, archives and documentation services, and their planned development on a phased basis, aimed at providing the information services and materials needed by all sectors of the society with maximum effectiveness and economy.

(c) Information is valuable only if it is used, hence a vigorous and systematic programme of user education and awareness should be planned and implemented in all educational institutions, in all training programmes and through the use of the mass media to demonstrate the value of information and to develop skills in its use.

2. National Co-ordinating Body

(a) The National Council on Libraries, Archives and Documentation Services, set up in 1973, should be continued on a permanent basis as the national body with clear responsibility and authority for advising the Prime Minister on planning and co-ordination in this field.

(b) Provision should be made for a permanent Secretariat, suitable premises and financial support adequate to enable the Council to perform its important functions.

(c) In view of the many-faceted nature of information, the National Council should set up Standing Committees to study and make recommendations to the Council in specialized fields such as Information Services in Science and Technology, Automation and Publishing and Production of Books and Audio-visual Materials.

(d) To ensure co-ordination and to avoid fragmentation and duplication, the National Council should be consulted in the early planning stages for advice and assistance concerning all requests for aid from external sources (e.g. UNESCO, OAS, IDRC). When ready for submission, the requests should be channelled through the National Council to the National Planning Agency. In the case of requests to UNESCO, these must also be forwarded through the Jamaica National Commission for UNESCO.

(e) In addition, libraries of all types should provide the Council regularly with copies of annual reports, development plans and special projects as basic data needed for effective co-ordination.

(f) Effective forward planning for the development and improvement of the national information system must be based on sound knowledge and a realistic assessment of needs, available resources and conditions. Hence periodic surveys (comprehensive and/or specialised in scope) should be undertaken under the aegis of the Council as circumstances require. Where appropriate, the results of such surveys should be deposited at the Department of Library Studies of the University of the West Indies. For information, it should be noted that the present plan is based on a survey undertaken by the National Council during the period December 1976-March 1977 and will be published under the title *Directory of Library Resources in Jamaica.*

3. **Legislation** (See also Report of the Working Party)

A sound legal basis for the national information system should be provided and should include such administrative regulations and other means as are needed to ensure practical effectiveness.

Legislation should be enacted:

(a) to establish the **National Library of Jamaica**

(b) to replace the present *Copyright Act* with a comprehensive, modern legal instrument for the protection of all types of creative materials, both print and non-print, produced in Jamaica;

(c) to replace the Books (Preservation and Registration of Copies) Act with modern legislation providing for the legal deposit of all materials, both print and non-print, issued in Jamaica and specifying that in addition to the National Library of Jamaica, the following should be designated to receive specific items on demand:

The Jamaica Library Service
The University of the West Indies
The Cultural Training Centre (for materials in the field of music only — books, musical scores, recordings).

In the case of film productions, because of the expense involved in making copies, producers should have the option of transferring film on to video-tape for the purpose of the legal deposit requirement;

(d) to provide for a specific department in the Government Printing Office under the management of professionally qualified staff responsible for the registration, sale and distribution of all non-classified Government publications, reports and documents whether issued by the Government Printer or produced elsewhere.

4. **The National Library of Jamaica** (See also Report of the Working Party)

(a) The most important and immediate action necessary to launch the national information system is the establishment of the National Library of Jamaica, based on the re-structuring and expansion of the West India Reference Library of the Institute of Jamaica, and with its functions and responsibilities clearly defined as follows:

i) to serve as the storehouse of the national memory;

ii) to quicken the nation's search for self-identity and political awareness;

iii) to stimulate and assist the nation's cultural and artistic life and achievements;

iv) to assist through the provision of essential information materials and services the search for new solutions to satisfy national aspirations and the need for social and economic reconstruction.

(b) Appropriate enabling legislation should be enacted at the earliest possible date. The law should state specifically that the National Library shall be responsible for the legal deposit, preservation and record of all materials, both print and non-print, issued in Jamaica and the acquisition of all materials by Jamaicans and about Jamaicans issued elsewhere.

(c) Comprehensive coverage of important Caribbean materials should be ensured by planned acquisition policies, carefully co-ordinated with the libraries of the University of the West Indies and other research institutions in the region.

(d) The National Library should be responsible for the continued preparation and publication of the *Jamaican National Bibliography*, the provision of needed bibliographical, reference and information services to Government and other users and for the establishment and operation of a National Referral Service.

5. **Jamaica Archives and Records Centre** (See also Report of the Working Party)

(a) Recognising the dual role of the Jamaica Archives as an essential organ of governmental administration and as an indispensable national resource for research, pending Archives Legislation should be enacted as a matter of priority. This legislation is needed to provide a modern legal foundation for the continued maintenance of the Jamaica Archives and the administration of an expanded Records Management Service and Records Centre.

(b) The need for a vigorous and efficient records management system is now pressing, not only to ensure the preservation of records of enduring value (both for immediate administrative and later research uses) but to increase governmental efficiency by ensuring the regular, systematic disposal of ephemeral records with the resulting release of costly office storage space and equipment for current records. Such a programme is essential to an integrated national information system.

6. **JAMAL FOUNDATION (The Jamaican Movement for the Advancement of Literacy)**

The objectives of the vast basic adult education programme operated by the JAMAL Foundation (restructured and expanded in 1974 from the National Literacy Programme started in 1972) are:

(a) to eradicate illiteracy in Jamaica within the shortest possible period;

(b) to improve the literacy skills of the adult population of Jamaica; and

(c) to develop human resources and so enable adult citizens to participate meaningfully in the social, economic and cultural development of the country.

Since its inception, more than 150,000 persons have been made literate through this programme. Its current registration numbers more than 88,000 adult students enrolled in 6,415 classes located throughout the island, taught by almost 9,000 volunteers. Its programme is directed by a staff of 860 persons, of whom 186 are part-time workers. The Foundation receives an annual Government grant which currently amounts to $6 million, with additional financial support from private enterprise and external aid sources. The size and scope of the JAMAL programme indicate the high priority assigned to it by the Government.

The work of the JAMAL Foundation extends and strengthens the National Information System in the following important ways:—

(a) its massive adult education programme results in the addition of continually mounting thousands of potential new users of information in the society equipped with functional literary skills and highly motivated to undertake further development tasks;

(b) JAMAL's carefully-planned programme itself produces (and also inspires additionally from private enterprise and other sources) a wide range of printed and audio-visual materials on subjects directly relevant to the development needs of the society and the individual, and designed specifically for the new literates thus adding substantially to the amount and quality of this scarce and much-needed category of information materials;

(c) JAMAL classes located throughout the island provide a direct and important channel already organized and available to speed the flow of information throughout the country.

Against this background, the following recommendations are made:—

(a) the unique and important role of JAMAL as an integral part of the National Information System should be fully recognised and utilised in this capacity;

(b) the Jamaica Library Service and other relevant information sources, including Government Ministries, the publishing industry and the audio-visual media, should continue and intensify their efforts to provide suitable materials and educational services to new literates and other adults of limited reading ability.

7. **The Jamaica Library Service (JLS)** (See also Report of the Working Party)

The effective and many-sided contributions made to the educational and cultural life of the country by the Jamaica Library Service and its sensitive response to the needs of a changing society are manifest and well-known to the Government and people of Jamaica.

Planned as a unified, island-wide service from its inception in 1948, the service is free and its objectives are the promotion and diffusion of knowledge and information by acquiring, servicing and making available to the community carefully selected books and other materials and the development of educational and cultural activities through the provision of programmes and facilities. The service is organised with the Administrative Headquarters in Kingston and a network at present comprising 443 service points located throughout the island, including 13 Parish Libraries, 148 Branch Libraries, 238 Bookmobile stops, and 45 Book Centres managed by volunteers. A free postal service is also provided.

Starting in 1952, the Jamaica Library Service accepted the responsibility for administering library service to primary schools on behalf of the Ministry of Education. This service has since been expanded to include New Secondary Schools (formerly Junior Secondary Schools) and now reaches 808 primary and 68 secondary schools.

At September 30, 1976, the total book stock comprised 1,862,223 volumes, 13,034 periodical subscriptions, serving a reading membership of 1,028,378 (520,378 in public libraries, 508,000 in school libraries). Library Service staff numbered 944 (52 qualified librarians) and its recurrent budget for 1976/77 from Central Government was $1,020,241 for public libraries and $704,241 for the Schools Library Service, and from Local Government $2,379,155 for recurrent and $31,000 for capital expenditures.

The Working Party on Public and School Libraries was organised into 3 Sub-Committees dealing respectively with (a) Public Library Service, (b) Schools Library Service, and (c) Teachers' College Libraries. Resulting from these deliberations, the recommendations below are made concerning public and school libraries. Those regarding Teachers' Colleges are presented in a separate section.

A. **Public Libraries**

. **Short term: 1977-79**

(a) In view of the rapid increase in membership, the present book supply should be substantially raised in all public libraries to bring the over-all ratio of books to readers 2:1 in the first instance. The desirable goal is 3 books per reader (medium term, 1977-82).

(b) The physical accommodation for parish and branch libraries throughout the island should be improved to provide for the growing population and increased use of these facilities with special attention to the acute needs of the metropolitan Kingston area. Additional bookmobiles are urgently needed to serve remote rural areas.

(c) Provision should be made in recurrent budgets for the large numbers of new literates who must be integrated in the public libraries throughout the island.

(d) All agencies of Government should be asked to intensify their publications and media programmes at the "grass-roots" level. More of these materials should be made available to public libraries than is now the case.

(e) Urgent attention should be given to the proposals of the Jamaica Library Service for the re-structuring of the staffing schedules of the Public and Schools Library Service in keeping with the rapid expansion of the Service and its increased responsibilities over the past 15 years. To improve the immediate situation a total of 59 additional members of staff is required and should be provided by annual increases over the next five years.

	Jamaica Library Service Headquarters	**Schools Library Service Headquarters**
Professional	7	7
Library Assistants, Accounting, Secretarial and Clerical	22	9
Processing Staff	8	6
	37	22

(f) The present staff development programme should be accelerated as follows:

(i) Professional education for unqualified staff with requisite educational background at the Department of Library Studies, University of the West Indies (UWI).

(ii) Intensive training for approximately 200 intermediate staff (personnel with technical and clerical skills for non-professional tasks in libraries). This programme should be attached to an existing community college to provide continuity and facilities.

(iii) Advanced training for professional librarians at the University of the West Indies, or overseas, depending on the areas of specialisation concerned.

Medium-term: 1977-82

(g) The present limited service offered by JLS to hospitals, correctional institutions, and the handicapped should be further developed, keeping in mind the special factors involved in services to the handicapped, such as entrance ramps and other architectural features, books in Braille, recordings and other appropriate materials, and staff with specialised training.

(h) The nucleus and services jointly provided by the Jamaica Library Service and the Cultural Training Centre should be developed into a Cultural Arts Collection at the Kingston and St. Andrew Parish Library.

Long Term: 1977-87

(i) A Commercial and Technical Library should be provided in the Corporate Area (Kingston). Participation of the private sector in this project is recommended.

(j) Based on the present pattern of growth in membership, a projected 41 additional qualified librarians will be needed for the existing Parish Service within the next ten years and a conservative 60 when the proposals for further developments are implemented.

(k) The standards and recommendations made above will be subject to periodic review and readjustments made as required in the light of changing goals, conditions and needs.

B. School Libraries

Short and medium term: 1977-82 (phased as feasible)

(a) The Schools Library Service should be expanded to integrate all Government-supported primary and secondary school libraries into one unified system. This would make possible sustained professional advice and assistance in the development of these libraries and the centralized purchase, processing and cataloguing of materials. Important economies would be effected (e.g. through large-scale discounts) and would free the school libraries to concentrate on the provision of services to students and teachers. In the long term (1977-87), libraries for recognised Basic Schools should be included in this system. The possibility of extending centralised purchasing and processing services to recognised independent schools on a contract basis should be explored.

(b) Suitable physical facilities should be provided in every school (i.e. a specific library room, with adequate seating and work space and essential equipment as indicated in the *School Library Standards* prepared by the Jamaica Library Association).

(c) The Schools Library Service budget should be expanded to provide for:

(i) Improving the book supply to primary schools by raising the ratio from 1.7 to 2 books per pupil (short term) and to 3 books per pupil (medium term).

(ii) Additional bookmobiles to replace and to supplement those now in operation for more than 10 years and make possible increased book supplies to primary schools. At least two landrovers will be required to service schools located in areas inaccessible to the bookmobiles.

(iii) Continuous up-grading of library premises and increased supply of printed and audio-visual materials in new secondary schools to reach acceptable norms.

(d) The school library, in addition to its vital work in helping students and teachers to meet curriculum goals and encouraging reading and independent study, should also serve as a resource centre for instructional material and literature for children and young people, including audio-visual aids to learning.

(e) Adequate staffing should be provided to permit school libraries to be manned by professionally trained staff at all times, as recommended by the *School Library Standards*. All high school libraries should be administered by full-time professional librarians. The librarian's post should not be included in the staff-pupil ratio. In the case of teacher/librarians, classroom responsibilities should not be permitted to encroach on the work of the library as both are vital to the learning process. Salary scales should be commensurate with those persons of equivalent education and responsibilities. As interim measures, the following recommendations are made for immediate implementation:

Short Term

(i) Intensive short courses for teachers selected to be in charge of school libraries should be organised by the Jamaica Library Service in co-operation with the Jamaica Library Association. Such courses would be in addition to the annual Seminars conducted by JLS.

(ii) Follow-up courses in summer sessions for teacher/librarians provided by the Department of Library Studies of the University of the West Indies. This core of teachers with basic library training would service the libraries in primary and new secondary schools until such time as they can be staffed by professional librarians.

(iii) Concurrently, the elective course for teacher/librarians now offered at three teachers' colleges should be provided also by each of the other teachers' colleges.

(iv) Award of Ministry of Education study grants to teachers interested in pursuing professional library qualifications at the Department of Library Studies, University of the West Indies are available as follows —

- The one-year course leading to the Diploma in Librarianship, for graduates;
- The three-year course leading to the B.A. (Librarianship) degree for non-graduates.

(v) Rationalization of the salary structure of librarians in educational institutions as this would have positive effect on recruitment and retention of suitably qualified staff and the creation of a career service with mobility and attractive prospects.

(f) Increased support for the remedial reading programmes in all schools should be provided to enable adequate attention to be given to all students needing such help.

(g) That suitable instructional films and/or filmstrips be produced for use in educational institutions at all levels, including teachers' colleges and in-service training courses.

(h) The Publications Unit of the Ministry of Education should be the co-ordinating unit for all locally-produced materials suitable for use in schools, and should issue regularly annotated lists of these materials. This would serve the further useful purpose of providing information concerning such materials to other countries in the Caribbean region and to overseas education and library authorities seeking relevant material for immigrant children.

(i) Community groups (e.g. Citizens' Associations, Parent-teacher Associations, Old Students groups, Library Committees, and Service Clubs) and professional bodies (e.g. national and local Teachers' Associations and School Administrators' Associations) should be mobilized to assist actively in the development of school libraries.

(j) A National Audio-visual Media Centre should be established, with special attention to needs of schools and other educational institutions at all levels. An annotated catalogue of its holdings and acquisitions should be issued regularly and lending and maintenance services should be provided.

8. **Teachers' College Libraries** (See also Report of the Working Party).

Short and Medium Term, 1977-82 (phased as feasible).

Existing libraries in the seven Government-supported teachers' colleges are totally inadequate, in staff and in collections of books and other materials, to meet present priority needs of staff and students. This situation is particularly grave in view of the important new place being assigned to these institutions in the country's system of tertiary-level education, their growing enrolments, and the expansion of their individual programmes into specialised fields (e.g. Church Teachers' College responsible for including Guidance and Counselling as part of the training of secondary teachers; Mico Teachers' College responsible for Special Education, and so on).

It is expected that these institutions will form part of the proposed new College of Jamaica as recently announced by the Minister of Education.

Until such time as arrangements for library co-ordination appropriate to this new structure can be planned and provided, the following recommendations are made:

(a) Substantial improvement of these

libraries should be undertaken as a matter of urgent priority. The new *Standards for College Libraries* being prepared by the Jamaica Library Association should be used as guidelines for this purpose.

(b) A requisite number of additional qualified librarians, preferably with teaching experience, should be appointed over the next five years to staff these libraries, together with adequate clerical and other support personnel. At present two of the seven colleges do not have a qualified librarian; two are manned by overseas volunteers and each of the other three colleges which now provide the optional course for teacher/librarians is served by only one librarian, plus one tutor in library science. The post of college librarian should be kept separate from that of the tutor in library science. Posts for both categories of professional librarians should be established and filled urgently.

(c) Library facilities require immediate improvement, especially additional space. Quite typically, one college with 1,200 students has seating accommodation for only 60 (whereas a college library should be able to accommodate at least 20% of the student population), and also lacks essential stack and storage space, and a properly-equipped staff work area.

(d) It is stressed that when these library premises are being upgraded (preferably at the earliest possible date replaced with functional new library buildings), a careful planning procedure should be followed involving the college administration (to delineate programme and expansion needs), the architect, and the high level of professional expertise readily available from the Jamaica Library Service and the University of the West Indies through its Institute of Education and Department of Library Studies.

(e) Increased budget provision should be made to achieve phased improvement of the collections of books and periodicals to acceptable standards and to develop these libraries into modern multi-media resource centres with facilities for independent study.

(f) As a practical step in collections development, the Jamaica Library Service should be requested and authorized to expand the Schools Library Service to provide centralized purchasing, cataloguing and processing of books and periodicals to these seven Government-supported teachers' colleges. As in the case of secondary schools, this arrangement would effect important economies (through improved discounts and assembly-line methods) and free the college librarians to focus on improved service to students and faculty.

(g) Priority attention should be given to the integration and planned use of non-print media and equipment already owned by the colleges, or available on loan from other services, in order to avoid unnecessary duplication and expenditure. In this connection, the urgent need for a National Audio-Visual Media Centre with loan facilities has already been noted.

(h) Lastly, the best hope for the needed improvement in the teachers' college libraries depends directly on those forward-looking education authorities and school administrators who understand fully the life-long value of effective library and information services and are determined that quality education based on independent thought and study must be provided for the future teachers of Jamaica. As one such administrator has stated "The vicious cycle of poorly-prepared teachers turning out poorly-prepared students must be broken at the teachers' college".

9. **Government and Special Libraries** (see also Reports of the Working Parties).

Top priority must be given to the provision of effective library and information services to Government, including Parliament, the Courts, Ministries and other units of Government responsible for legislation, the administration of justice, and for research, planning and decision-making vitally affecting the life of the nation.

The survey of library and information resources currently being undertaken by the National Council, supplemented by the visits, interviews and expert personal knowledge of members of the two Working Parties requested to study and make recommendations concerning these libraries, has identified 58 organized libraries and many more untended book collections in Government and Government-related bodies. There are also some important libraries, not related to Government but dealing with subjects of national concern (e.g. the Alcan Technical Information Centre, the new International Bauxite Association Library, and the Jamaica International Telecommunications

Library). Useful collections are also held by various other business, industrial and professional organizations.

In view of Jamaica's limited resources it is urgent that all possible sources of scientific, technical, and developmental information be made readily accessible. The Scientific Research Council is already taking active steps and seeking overseas financial support for the establishment of networking arrangements for coordination of information services for science and technology. The Technical Information Service (TIS) of SRC will form the focal point for a number of relevant sub-systems. Closer links will be established with the Science Centre of the Institute of Jamaica and other similar agencies both public and private. The focal point will have a direct link with the proposed computer facilities at UWI.

Government libraries vary widely in value and effectiveness, with clearly evident gaps and unnecessary duplications. Some few have qualified librarians in charge, well-organized collections, and provide efficient services. Others have large and valuable collections, such as the Survey Department Records and Library Section (with more than 2,300 aerial maps as well as aerial photographs, cadastral and planimetric maps and other technical data), but have severely overcrowded quarters and insufficient staff to provide needed services. Most of the Government libraries have no qualified staff, haphazardly acquired and unorganized collections, no assigned budget, and most importantly lack clearly defined objectives and responsibilities.

The wasteful results of the establishment and operation of these libraries in isolation from each other can and must be overcome by the careful and economically planned development of Government libraries as a vital part of the national information system of Jamaica. To that end, the following recommendations are made:

(a) A thorough re-organization of Government libraries from top to bottom should be undertaken urgently, under the aegis of the National Council and in close cooperation with relevant policy-making Government officials and qualified librarians with successful experience in Government and closely-related special libraries.

(b) The services of a senior-level expert consultant, with extensive administrative experience in this field, should be sought for at least six months to prepare a systematic phased development plan for and guide the start of its implementation. Appropriate sources of external aid for this purpose include UNESCO through its NATIS programme, or CIDA, particularly since the National Library of Canada recently completed a masterly *Federal Government Library Survey Report* (1974) dealing with a similarly chaotic situation, and produced an effective re-organization plan which is now being implemented.

(c) Concurrently, it is recommended that the Government-related libraries be grouped (by subject or Ministry) into sub-systems of the proposed national information system, with a well-organized library, now directed by qualified staff, designated as the focal point to assist in the coordination and development of the sub-system. Explanatory text and a draft organization chart of the proposed structure are given in a recommendation of this paper. Without delay, and in advance of the provision of the substantial funds which may be needed for adequate staff, premises and collections development, important immediate improvements can be made in rationalizing these libraries by such means as planned acquisitions of journals, expensive reference tools and other materials (to end unnecessary duplication), the start of uniform cataloguing and the like.

(d) In order for the library to provide effective services to technical staff and other users, the importance of information to the goals of the operation should be clearly understood and the library placed in a strategically located position within the administrative structure. The Librarian should report directly to a policy level officer who should ensure the provision of a specific budget adequate to provide for the necessary professional and support staff, suitable premises and sustained and systematic development of the collection of information materials required. The Librarian should attend regularly planning meetings of the organization and thus be able to anticipate needs and develop services in the context of present and anticipated priorities. It is important that the librarian does not underestimate the tremendous potential of the organization's registry in his work, as it can play a very positive role in the total provision of information both retrospective and current. In the field of science and technology this valuable source of information cannot be overstressed as in many cases significant developments in a subject field or experiment are to be found recorded only in correspondence.

(e) Professional librarians and trained support staff cannot be provided without forward planning. In view of the clear need for additional personnel in these categories it is recommended that:

  (i) study leave be granted and scholarships awarded to promising unqualified staff with adequate educational background to obtain professional qualifications at the Department of Library Studies, University of the West Indies, or an appropriate overseas institution as necessary for particular specialities;

  (ii) appropriate provision should also be made for in-service training, attachments and relevant study courses to upgrade the skills of technical and other support staff;

  (iii) the staff classification and salary structure should provide salaries and other benefits equal to those accorded to Civil Service employees in other subject fields with parallel educational qualifications and responsibilities and further be so designed as to ensure mobility and clearly defined opportunities for career growth and advancement.

10. **University of the West Indies Libraries (Mona)** (See also Report of the Working Party).

The main and other libraries of the University of the West Indies (UWI) located on its Mona Campus constitute by far the most important research library resources in Jamaica (estimated at some 340,000 volumes and more than 4,000 current serial titles) and thus, given adequate support, can and must play a continuing and vital role in the operation and development of the national information system.

As the University Librarian has indicated, the fact that the Mona libraries form part of a regional University does not **in principle** conflict with their participation in a national information system for Jamaica and indeed since their establishment these libraries have provided interlibrary loans, reference services and other facilities to users outside the campus as fully as feasible.

The essential factor which limits the extent to which services can be provided to the national scholarly community is that these libraries lack adequate funds to provide the physical premises, staff and book collections required even to keep pace with the priority needs of faculty and students arising from greatly increased enrolments and the rapid expansion of the University into new subject fields.

Against this background, the following recommendations are made:

(a) To strengthen the important work of the University in higher education and research, and to make possible expanded services to users outside the University community, the Government should support strongly University efforts to obtain additional support from sources of external aid for the purpose of enlarging substantially the physical facilities, book collections and staff of the Mona libraries as a matter of urgent priority.

(b) That the Government view with sympathy the proposal that professional staff from Commonwealth countries appointed to positions in the University Library be accorded the same treatment as is given to academic staff in respect of work permit applications.

(c) In view of the importance of Caribbean studies in the teaching and research programmes of the University, the acquisition policies of the University should be carefully coordinated with those of other research libraries in Jamaica and in the region to ensure the widest possible coverage of West Indian materials with maximum economy and to avoid competition for scarce items.

(d) The University Library should be designated a legal depository for all Government publications and granted the right to claim a copy of other materials issued in Jamaica on request.

(e) The University should be encouraged to pursue its pioneering role in the application of the newer technology, particularly in the use of computers for bibliographic and information retrieval as the focal point for national development in this field, bearing in mind the need to ensure compatability within the national system.

11. **National Organizational Framework** (See Chart appended)

In accordance with the objectives of the plan stated earlier in this document (see page 2) the Council recommends the implementation of a national organizational framework which will co-ordinate and/or integrate all government-aided library services thus obtaining greater effectiveness and economical use of limited resources while at the same time maintaining the significant traditions and specific functions of individual library services.

The greatest need at the moment, therefore, is organization. For this purpose, a series of networks is proposed which taken together will form the national information system. This organizational framework will make it possible to build on existing strengths and successful experience. However, this should not be regarded as a fixed structure but instead as a flexible arrangement which can and should be changed as circumstances require.

For example, on 23rd March, 1977, the Minister of Education announced that the Government plans to set up a new institution which might be called the College of Jamaica through the co-ordination of the College of Arts, Science and Technology (CAST), the Jamaica School of Agriculture, the teachers' colleges, the Cultural Training Centre, and possibly also the community colleges.

This proposed framework involves the effective further development or initiation of the following five networks (i.e. sub-systems);

(a) **The National Library of Jamaica** will be responsible for

(i) co-ordination, upgrading and overall supervision of the libraries of government and quasi-government bodies under functional sub-systems representing subject groupings;

(ii) stimulation of the development of libraries in the private sector (e.g. business, industry, professional organizations) and encouraging their participation and co-operation to strengthen the national information system and in turn receive appropriate services;

(iii) operation of a National Referral Service comprised of sub-systems based at strong existing libraries, designed to provide rapidly on request the location of needed materials and organize inter-library loans;

(iv) provision of access to local and foreign data banks and on-line systems in cooperation with the University of the West Indies and other organizations, public and private, having such facilities.

(b) **The Jamaica Library Service** now maintains a union catalogue and organizes inter-library loans to serve the users reached by its 443 service points and provides library services to government-supported primary and new secondary schools. The scope of these services should be expanded to include all government-supported secondary schools and provide centralized purchasing and cataloguing services to the seven teachers' colleges. This network will also include the Library of the Cultural Training Centre which in fact is located physically in the Kingston and St. Andrew Parish Library of the Jamaica Library Service.

(c) **The University of the West Indies Library, Mona,** will co-ordinate the collections of the main library and all special and departmental libraries located on campus and maintain a union catalogue of their holdings.

(d) **The Jamaica Archives** will continue to maintain the national archives and will be responsible for the administration of the expanded Records Management Service and the proposed Records Centre.

(e) **The College of Arts, Science and Technology (CAST)** will be responsible for compiling and maintaining a union catalogue of the holdings of community colleges and technical and vocational schools. It seems likely that CAST eventually should become the focal point also for coordination of the libraries of the proposed College of Jamaica, including the Jamaica School of Agriculture and the seven teachers' colleges. However, the location of the library of the Cultural Training Centre in the Kingston and St. Andrew Parish Library suggests continued co-ordination through the Jamaica Library Service.

12. **Manpower Resources**

In the important area of manpower resources, four main recommendations are made as follows:

(a) **Recruitment**

Since manpower resources have to be built up over a long period, it is crucial that positive steps be taken immediately towards ensuring a sufficiency of librarians to meet the needs of this plan as it is put into effect. Employing institutions should make every effort to recruit matriculants and graduates with first degrees for subsequent professional training. This is particularly desirable since entrants to the library school will have the benefit of previous working experience. There is also a clear need for continuing sponsorship by employing institutions. This could be done as part of their professional staff development programme. In addition, employing institutions and the professional association need to assist the Department of Library Studies recruitment programme by publicising the work of libraries, unfilled vacancies and areas of specialization. A purposeful effort is needed to identify areas requiring specialists and to recruit personnel who would eventually fill these needs in the profession, e.g. personnel with a science and technology background.

(b) **Professional Training**

In order to provide the professional manpower crucial to the development and staffing of all types of libraries, archives and documentation centres in the country, it is important to support strongly the Department of Library Studies at the University of the West Indies which constitutes the only institution for professional library education in the English-speaking Caribbean. Its facilities should be expanded to make possible the provision of urgently needed programmes of continuing education for practising librarians, and advanced training in such fields as library automation and archival studies. Provision should also be made for overseas training for advanced specialised study.

(c) **Technical Support Staff**

Facilities for the systematic training and certification of essential support staff in such fields as reprography, key punching, binding and the like should be established at one or more appropriate institution in close collaboration with the Department of Library Studies at U.W.I.

(d) **Classification and Pay Plan**

In order to attract and retain dedicated and professionally qualified library staff, to provide mobility and opportunities for advancement in an attractive career, the National Council working in close collaboration with the JLA and other workers' organizations should prepare and recommend to Government a comprehensive classification and pay plan based on detailed job descriptions and recommended salary scales, commensurate with the duties and responsibilities involved, and with similar status and conditions of service as those accorded to professionals of equivalent educational level in other fields. Where applicable, the present unsatisfactory Provident Fund Scheme should be replaced with adequate Pension Rights equal to those of Civil Service employees in Central and Local Government.

13. **Professional Associations**

Much of the remarkable progress made in library development in Jamaica is due to the vision, national leadership and dedicated work of the Jamaica Library Association in such fields as the stimulation of library consciousness and user awareness; library education and training, including the establishment of the University library school; sponsorship of important professional meetings, such as the International Library Conference (1972); and publications including the annual ***Jamaica Library Association Bulletin,*** a ***Directory of Libraries in Jamaica*** (1968) and ***School Library Standards*** (1971).

It is therefore recommended that the Library Association:—

(a) continue and complete its current work on a comprehensive **Classification and Pay Plan for Libraries** as a matter of priority;

(b) complete and publish the revised *School Library Standards* now underway, as well as the *Standards for College Libraries,* also in progress:

(c) Intensify its efforts to enlarge the numbers of professional librarians through active recruitment of promising candidates to attend the University library school, and through other appropriate means; and

(d) continue its invaluable contributions to the development of the national information system of Jamaica.

14. **Standards**

Standards for every type of library, based on the realities of the Jamaican situation, geared to its aspirations and supported by appropriate legislation, are essential to provide guidelines, assess needs and measure progress.

As noted above, new standards for college libraries and revised standards for school libraries with due attention to their role as multi-media resource centres are now in progress under the aegis of the Jamaica Library Association.

It is recommended that:—

(a) the above standards, when completed, should be considered carefully and implemented rapidly by the educational institutions concerned.

(b) the Council request the Jamaica Library Association to undertake the preparation of much-needed standards for government and other special libraries. In the meantime, the minimum standards proposed by the Working Party on Government and Special Libraries should be used as helpful guidelines for the improvement of such libraries.

15. **Universal Bibliographical Control**

Fundamental to the establishment and operation of a national information system is a bibliographical network capable of identifying and locating specific items held by the various co-operating units and with the capacity to establish links with regional and international sources of information. For these purposes it is recommended that:—

(a) libraries of all types should take immediate steps to ensure that records of their holdings conform to international norms and practices as standardized in the International Standard Bibliographic Description (ISBD) and codified in cataloguing rules developed within the concept of Universal Bibliographic Control (UBC). All bibliographies issued should also adhere to these standards. It is encouraging to note that the *Jamaican National Bibliography* has been produced in this form since January 1975.

(b) The Department of Library Studies of the University of the West Indies should organize short courses on this subject as part of its programme of continuing education, in order to assist practising librarians to master and use the techniques involved.

16. **Automation and Data Banks** (See also Report of the Working Party).

In the light of recent developments in the application of computer technology and anticipated linkages with information retrieval systems by libraries and information services in the country, immediate steps should be taken:—

(a) to identify and co-ordinate these projects (e.g. computer facilities, data bases and the like);

(b) to appoint a Library Automation Task Force as a sub-committee of the National Council on Libraries, Archives and Documentation Services to:

(i) encourage forward-looking policies among all libraries in the country in the adoption and immediate use of international standards, such as the International Standard Bibliographic numbers (ISBN), the International Standard Bibliographic Description (ISBD) for monographs (M) and serials (S) and other measures designed to ensure the easiest and most economical selective conversion of appropriate library processes and functions to automation on a phased basis;

(ii) to maintain close liaison with the development of data banks and other steps being taken toward library automation to ensure compatability within and between systems;

(iii) to seek technical assistance through external aid to provide the services of a long-term consultant systems analyst to assist the Library Automation Task Force in the planning and implementation of its work and to provide training for Jamaican personnel.

17. **Publishing and Production: Books and Audio-Visual Materials** (See also Report of the Working Party).

(a) In view of the urgent need for increased local production of books and audio-visual material relevant to the country's needs and interests, and noting the lack of essential factual data on which to base expansion of the many-sided efforts involved a **Standing Committee on Publishing and Production of Books and Audio-Visual Media** should be established as a Sub-Committee of the National Council along the following lines:—

(i) Membership should be representative of the main bodies, public and private, concerned with the development of the country's book, sound recording, and film industries, e.g.

- Relevant Government Ministries (notably Education, Information, Commerce and Industry)
- The Jamaica Movement for Advancement of Literacy
- The Government Printing Office
- Professional Associations of publishers, printers, booksellers, librarians and teachers
- Experienced writers, editors, film and sound recording producers in their individual capacity.

(ii) **Functions** should include —

- — To undertake extensive "market research" into the existing needs with particular reference to the requirements of new literates and other persons of limited reading ability. Particular attention should be devoted also to identifying export potential for such material both in the Caribbean and in other countries.
- — To assemble information concerning the production capacities and levels of technical skills in the production of books and audio-visual materials existing in the country.
- — To stimulate and encourage appropriate educational institutions (e.g. University of the West Indies, the College of Arts, Science and Technology, Community Colleges) to provide suitable training programmes for personnel needed at various levels for the publishing and production of printed and audio-visual materials.
- — In the short term to sponsor jointly with the University of the West Indies a Workshop in Publishing and Book Production for writers, editors, printers, graphic artists, booksellers, librarians and others concerned with book development. External aid should be sought from such sources as The Commonwealth Fund for Technical Co-operation (CFTC), UNESCO, OAS, and publishers with established offices in Jamaica for the provision of funds, experienced consultants and materials.
- — Through the National Council to make recommendations to the Government aimed at ensuring that the book, film and recording industries are treated as an integral part of the country's productive sector and, as such, integrated into overall national development planning and accorded appropriately high priority for import licences and other essential facilities.

(b) A national International Standard Book Number (ISBN) Agency should be established under the aegis of the National Library. International Standard Book Numbers are issued to publishers in any country where a National ISBN Agency exists and this has the effect of:—

- (i) giving international recognition to the Jamaican publishing industry;
- (ii) providing an easy and internationally accepted method by which books published in Jamaica can be identified, classified and sold overseas.

(c) Establishment of National Literary Awards tied to a publishing programme. This could be an enlargement or extension of the annual Festival Literary Competition whereby one or more outstanding literary works would be selected annually for publication. Special incentives should be given for children's books and materials for new literates.

(d) Establish a Fund to finance the publication of books of national interest and value but which because of limited appeal are not attractive to commercial publishers.

(e) Foster the development of a local book printing industry by Government requiring the local manufacture of all books imported in excess of certain quantities provided that:—

- (i) local printing prices are competitive;
- (ii) local printers gear themselves technically to produce such books and have the capacity to handle the necessary volume.

(f) Bring to the attention of the relevant bodies in Government the urgent need to arrange special finance facilities for printers to acquire large stocks of raw material for book production.

18. **Financial Support and External Aid** (See also Report of Working Party).

It is clear that the basic financial support for the national information system of Jamaica must be provided by the Government. Particularly in view of the financial constraints imposed by the current economic crisis in Jamaica, the implementation of those aspects of the plan which have financial implications must be carefully phased on a priority basis. These realities are recognized and taken into account in the proposed plan. Measures recommended for the short term (1977-79) generally are directed toward preparatory planning and improvements which can be accommodated within existing budgetary provision. In addition some of the measures proposed can and should result in important economies (e.g. through elimination of unnecessary duplication of collections and introduction of planned acquisitions policies in Government libraries, and reduced costs for space and equipment in Government offices through implementation of

20

an effective Records Management Service and Records Centre).

During the medium term (1977-82) increased funds will be needed to strengthen essential components of the national information system (e.g. for increased staff, collections development and expanded services at the National Library of Jamaica and for upgrading premises, staff and collections in Government libraries and at the teachers' colleges).

To quicken the pace at which the proposed plan for the national information system can be implemented, technical and financial assistance provided from appropriate sources of external aid to the Government on behalf of libraries, archives and documentation services are of the greatest importance.

Taking note of these considerations, the following recommendations are made:—

(a) The active co-operation of Government officials, librarians, educators and concerned citizens so generously extended to the National Council in the formulation of the proposed plan for a national information system for Jamaica should be continued and reflected in administrative decisions and practical actions taken to ensure its successful implementation.

(b) Every effort should be made to achieve maximum use of limited resources through such measures as co-ordinated acquisitions policies, shared use of expensive equipment, and flexible administration of regulations concerning access to facilities and materials based on thoughtful consideration of priority needs and responsibilities.

(c) Particular care should be taken before initiating or expanding use of the new information / computer / telecommunications technology to determine feasibility and cost-effectiveness.

(d) Proposals for external aid should be prepared meticulously, with full information (including objectives, detailed plan of operations, curriculum vitae if needed, and costs), and well in advance of stated deadlines to ensure time for consultation with relevant authorities. In preparing requests for external aid, the substantive fields of interest dealt with by the various agencies should be carefully considered.

(e) Requests for external aid are usually most effective when presented in the context of a programme or project clearly linked to the national priority goals set by the Government. It should be noted also that best results are usually obtained by careful orchestration in the placement of requests with the various aid agencies. Thus, to ensure co-ordination, requests for external aid being made concerning libraries, archives or documentation services should be channelled to the National Planning Agency through the National Council.

19. **Regional and International Co-operation** (See also Report of the Working Party).

The long-standing tradition of library co-operation, both within the Caribbean region and internationally, has been particularly close and fruitful within recent years.

Highlights of the 1970's include the establishment of the regional Department of Library Studies at the University of the West Indies, Mona (1971) with the assistance of UNESCO; the International Conference on the theme "Libraries and the Challenge of Change" held in Kingston, Jamaica (1972); strong representation of Member States of the region at the UNESCO Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures held in Paris (1974); two Working Party Meetings on National Bibliographies of the English-speaking Caribbean held in Kingston, Jamaica (April / May 1974) and Georgetown, Guyana (November 1974); a regional Workshop on "Planning National Information Systems (NATIS) for the Caribbean" (1975), sponsored jointly by UNESCO and the Jamaica Library Service; the Commonwealth Library Association Council meeting held also in Kingston, Jamaica (1975), with 32 countries represented; and the ACURIL VIII Conference (the Association of Caribbean University and Research Libraries), held in Kingston, Jamaica (1976), which gave further attention to the theme of planning national and regional information systems in the Caribbean.

Against this background, the following recommendations are made:—

(a) Upon acceptance by the Government, a copy of the proposed *Plan for a National Information System for Jamaica* should be sent. for information, to each of the national library associations of the region, to ACURIL, and to the CARICOM Secretariat Library, as well as to UNESCO (Division of Libraries, Archives and Documentation Services), the Organization of American States (Library Development Division), the British Council (Library Development Office) and to the International

Development Research Centre of Canada.

(b) Assistance should be sought from UNESCO and/or other appropriate agencies (e.g. the Commonwealth Fund for Technical Co-operation) for the establishment of a Caribbean Education Materials Centre to assess common needs in the English-speaking countries of the Caribbean for educational books and other materials (e.g. for new literates, for children, and in support of the joint Caribbean examination programme), to stimulate and assist the production within the region of such materials and promote their distribution to education authorities and libraries, both within the region and for export.

(c) Recognizing the vital importance to library development and co-ordination of the standardization principles being established under the overall concept of Universal Bibliographical Control, the valuable and many-sided work being done in this field in Jamaica and in the region should be continued and intensified.

(d) In view of the importance of Universal Bibliographic Control, both for the economical development of the national information system and to enable Jamaica to gain the benefits of full access to international information systems (e.g. AGRIS, ERIC), the Government of Jamaica should participate in the forthcoming International Congress on National Bibliographies to be held at UNESCO Headquarters, Paris from 12th-15th September 1977 and include professionally qualified technical experts in this field in its delegation.

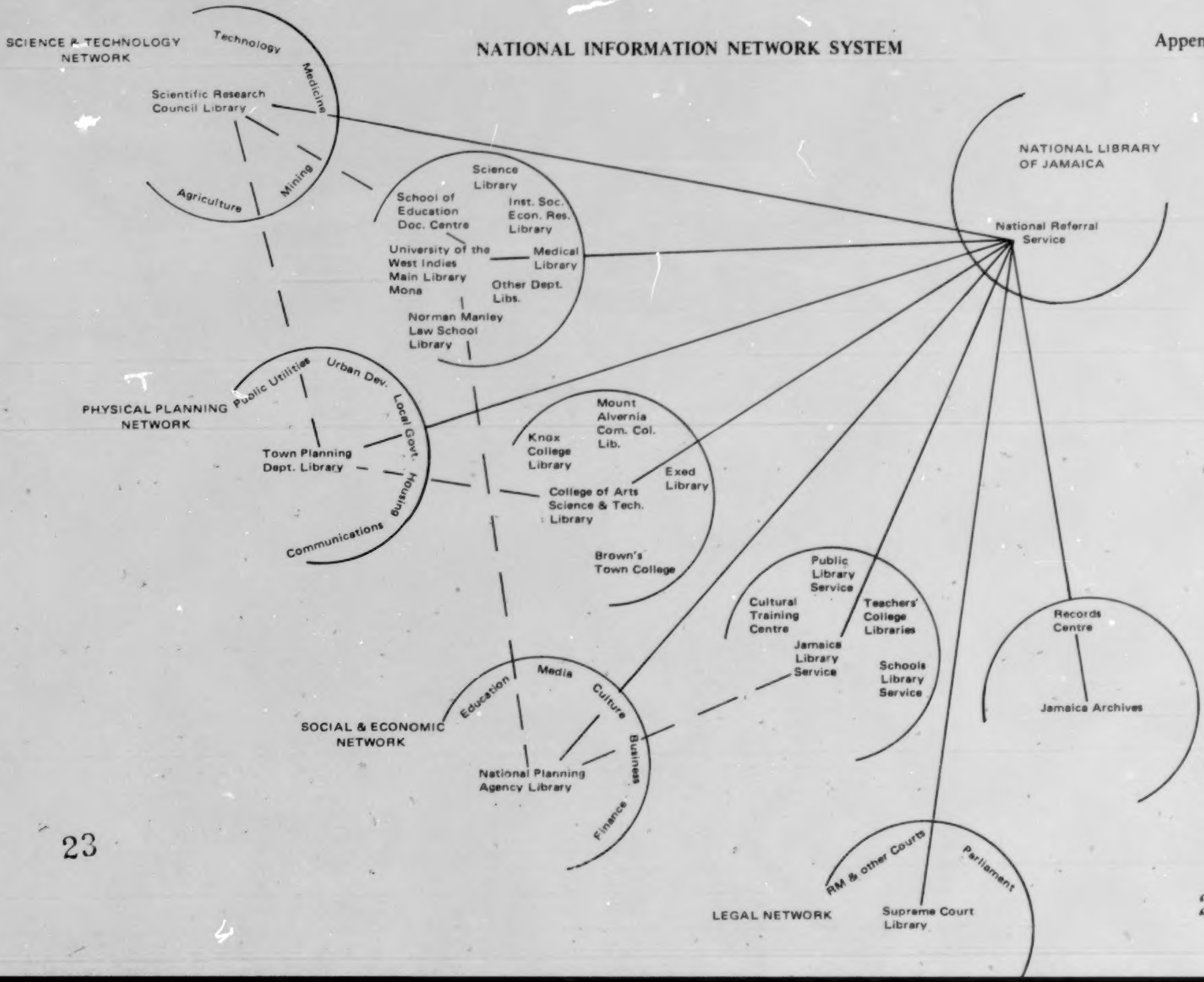
(e) The Government of Jamaica should give serious consideration to the ratification of the UNESCO Conventions concerning:

  (i) The international exchange of publications

  (ii) the exchange of official publications and documents between States.

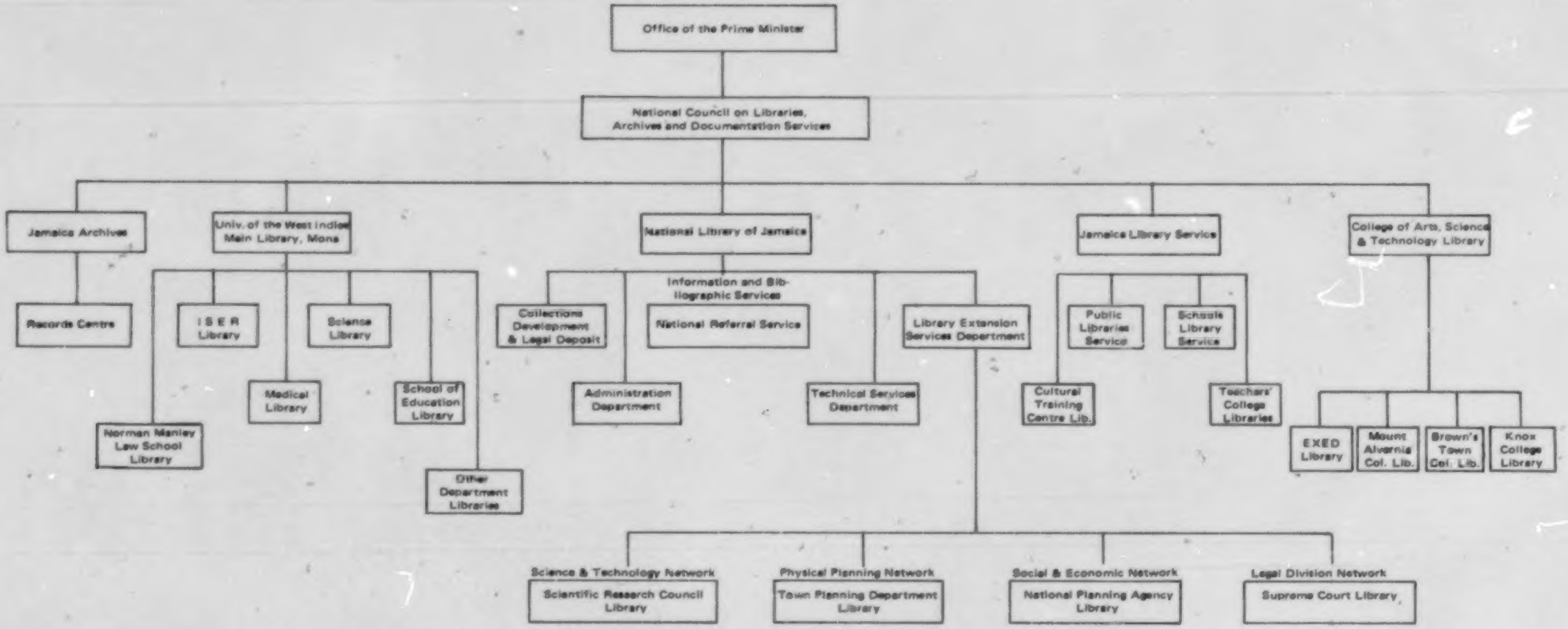
(f) Regional networks embracing existing documentation centres devoted to agriculture, science and technology, social sciences and other fields be developed in conformity with and linked to international networks such as AGRIS, UNISIST, DEVSIS, etc., from which the region can benefit.

NATIONAL INFORMATION NETWORK SYSTEM


SCIENCE & TECHNOLOGY NETWORK
Technology
Medicine
Scientific Research Council Library
Mining
Agriculture
Science Library
School of Education Doc. Centre
Inst. Soc. Econ. Res. Library
University of the West Indies Main Library Mona
Medical Library
Other Dept. Libs.
Norman Manley Law School Library
NATIONAL LIBRARY OF JAMAICA
National Referral Service
PHYSICAL PLANNING NETWORK
Public Utilities
Urban Dev.
Local Govt.
Housing
Communications
Town Planning Dept. Library
Mount Alvernia Com. Col. Lib.
Knox College Library
Exed Library
College of Arts Science & Tech. Library
Brown's Town College
Public Library Service
Cultural Training Centre
Teachers' College Libraries
Jamaica Library Service
Schools Library Service
Records Centre
Jamaica Archives
SOCIAL & ECONOMIC NETWORK
Education
Media
Culture
Business
Finance
National Planning Agency Library
LEGAL NETWORK
RM & other Courts
Parliament
Supreme Court Library

NATIONAL ORGANIZATIONAL FRAMEWORK

Appendix II


Office of the Prime Minister
National Council on Libraries, Archives and Documentation Services
Jamaica Archives
Records Centre
Univ. of the West Indies Main Library, Mona
I S E R Library
Science Library
Medical Library
School of Education Library
Norman Manley Law School Library
Other Department Libraries
National Library of Jamaica
Information and Bibliographic Services
Collections Development & Legal Deposit
National Referral Service
Administration Department
Technical Services Department
Library Extension Services Department
Jamaica Library Service
Public Libraries Service
Schools Library Service
Cultural Training Centre Lib.
Teachers' College Libraries
College of Arts, Science & Technology Library
EXED Library
Mount Alvernia Col. Lib.
Brown's Town Col. Lib.
Knox College Library
Science & Technology Network
Scientific Research Council Library
Physical Planning Network
Town Planning Department Library
Social & Economic Network
National Planning Agency Library
Legal Division Network
Supreme Court Library

Appendix III

LIBRARIES, ARCHIVES AND DOCUMENTATION SERVICES IN JAMAICA
COLLECTIONS & EXPENDITURE 1975–1976

INSTITUTIONS	HOLDINGS				RECURRENT EXPENDITURE				
	Books	Pamphlets	Periodicals (No. of Tit.)	Other	Personal Emoluments	Books & Periodicals	Maintenance etc.	Other	Total
					$	$	$	$	$
1. West India Reference Library	18,270	10,737	1,872 (current titles)	27,782	215,911	12,300	10,200	1,500	239,911
2. Jamaica Archives	Permanently valuable records of the Government, both Central & Local, as well as small collections of other categories, notably Church records				94,414	–	–	6,728	100,742
3. Jamaica Library Service									
Public Libraries	1,014,234	30,000	600	2,500	2,334,118	510,850	649,621	43,775	3,538,364
School Libraries	518,389	–	55	–	187,446	456,785	137,960	6,788	788,979
4. College Libraries (9)	105,709	4,300	803	8,526	149,312*	55,159	5,450	–	209,921
5. Govt. Lib. (Hold.27) (Exp. 36)	75,936	10,913	3,151	169,987 #	521,402*	91,007	–	27,515	639,924
6. U.W.I. Library (Mona)	175,099	20,887	8,748 (incl. Govt. serials)	419,575 (unbound period.)	594,835	206,549	55,755	–	857,139
TOTAL	1,907,637	76,837	15,229	628,370	4,097,038	1,332,650	858,986	86,306	6,374,980

* Estimated
# + 1,933,920 ft. films JBC

METHODOLOGY

Office of the Prime Minister
National Council on Libraries, Archives
and Documentation Services
Kingston.

Chairman — Henry Fowler, C.D., M.A. (Oxon.)
Executive Secretary — Mrs. Sheila Lampart, A.L.A.

27th January, 1977.

Dear

The National Council on Libraries, Archives and Documentation Services, whose function is to advise the Government on the formulation of an integrated national information system, is in the process of preparing such a proposal under the able guidance of UNESCO Consultant, Dr. Dorothy Collings, M.A. (Columbia University), Ph.D. (University of Chicago).

The National Council is anxious that this proposal should

(i) incorporate the best features of the existing information services;

(ii) be a composite effort based on not only the knowledge and experience of the leading persons in the information field but utilising as fully as possible available subject and specialized expertise;

(iii) effectively meet the priority needs of the nation, and

(iv) be flexible and responsive to change.

In view of this, the Council proposes to establish a number of Working Parties to assist in formulating a plan for an integrated information system. The Council therefore invites you to serve as of the Working Party on and hopes that in spite of your busy schedule you will find it possible to give the Council the benefit of your knowledge and experience.

Attached are the following documents for your information –

(i) a list of the proposed Working Parties

(ii) a document entitled "Guidelines for Working Parties".

The Council wishes to advise you that since the formulation of this plan is a matter of urgency, the proposed Working Parties are scheduled to be in operation for approximately six weeks commencing February 1, 1977.

The Council would be grateful to learn, as early as possible, in writing or by telephone whether you are willing to serve.

Yours sincerely,

Henry Fowler

Henry Fowler
Chairman.

GUIDELINES FOR WORKING PARTIES

Aims

(i) to enable the Council in formulating the Draft Plan to obtain the widest possible participation of persons engaged or interested in the improvement of libraries, archives and documentation services;

(ii) to ensure that the improvements proposed are in correlation with national priorities and meet the needs of both the public and private sectors.

Composition

(i) Person requested to serve as Chairman of each Working Party is a member of the Council, wherever possible.

(ii) Other members of the Working Party include members of the Council and individuals co-opted in view of their special expertise or involvement in the subject field concerned.

Role and Functions

(i) to examine the present situation in respect of the libraries or services described by the title of the Working Party;

(ii) to indicate specifically how the functions of the Library or Service above would fit into the context of the National Plan;

(iii) to propose recommendations for action needed to implement the plan which is to be presented in a phased form

(a) short term	(2 years) 1977-79
(b) medium term	(5 years) 1977-82
(c) long term	(10 years) 1977-87

Method of Procedure for Working Parties

Each Working Party is to be provided with

(i) a background paper drawn up by its Chairman to be prepared and presented at the first meeting of the Working Party;

(ii) a Rapporteur to formulate a clear statement of the work of the group including recommendations as required above. Ideally, the Rapporteur's statement should be presented in such a form as to be readily incorporated into the text of the Draft Plan with the minimum of editorial revision.

Time Frame

(i) Chairman of each Working Party to set date and place of meetings of Working Party in collaboration with the Executive Secretary and members of the Working Party.

(ii) Report of the Working Party to be ready by Monday, February 28, 1977.

(iii) Draft Plan to be ready for Council Meeting on March 10, 1977.

(iv) Plan to be circulated to all members of Working Parties. Comments, revisions, etc. to be discussed at Seminar scheduled for Thursday, April 14, 1977, before finalization.

LIST OF WORKING PARTIES

The invitation to serve on the Working Parties was extended to a wide cross-section of persons including librarians and other persons engaged or interested in the field of information. The persons listed below are those who found it possible to serve.

1. National Priorities, Legislation and Financial Resources

Mr. H. Fowler (Chairman)
Mrs. J. Robinson
Mrs. M. Hazle
Mr. K. E. N. Ingram
* Mrs. Hazel Bennett (Rapporteur)
* Mr. Marcel Knight
* Mrs. Jean Smith
Mr. Ainsley Elliott

2. National Library of Jamaica

Mrs. J. Robinson (Chairman)
Mrs. R. Kavanagh
Professor J. C. Harrison
Mr. Wycliffe Bennett
Mr. J. Carnegie (Rapporteur)
Mr. J. Aarons
Miss P. Dunn

3. Archives and Records Management

Mr. C. V. Black (Chairman)
Mrs. M. Hazle
* Mr. Terrence Goldson
Mr. J. Aarons (Rapporteur)
Mr. D. Couseley

4. Public, School and Teachers' College Libraries

Miss L. Thomas (Chairman)
Dr. I. Carnegie
Mr. C. L. Stuart
Mrs. Angela Gray (Rapporteur)
Sister M. Bartholomew
Mrs. A. Robertson
Professor Aubrey Phillips

Other persons who served on 3 Sub-committees set up by this Working Party are listed in the Report of the Working Party.

5. Government and Special Libraries Exclusive of Science and Technology

Mrs. Ouida Rowe (Chairman)
Mrs. C. P. Fray
Miss E. Ellwood
Miss J. Vernon
Mrs. P. Blake
Mrs. J. Vacianna
Miss M. Wedderburn
Mrs. Gloria Royale (Rapporteur)
Miss Blossom Mullings
Mrs. Y. Lawrence
Mrs. H. Reid
Miss Carmen Peart
Miss Yvonne Graydon

6. Information Services for Science & Technology

Mrs. C. P. Fray (Chairman)
Mrs. Dahlia Repole
Dr. Glen Owen
Mr. Ed. Jansen
* Mr. Michael Henville
Mrs. Ouida Lewis (Rapporteur)
Mr. Sydney Chambers
Mr. G. Chan
* Mr. H. G. Brand

7. Libraries of the U.W.I.

Mr. K. E. N. Ingram (Chairman)
Dr. J. E. Greene
Mrs. C. Risden
Mr. J. Wellvang
Mrs. A. Jefferson (Rapporteur)
Mrs. A. Robertson
Miss Laura Ann Munro
Mr. L. Fenty

8. Manpower Resources

Miss S. Ferguson (Chairman)
Miss D. Douglas
Miss M. Josephs
Mrs. S. Iton
Mrs. H. Bennett
Mrs. A. Robertson

9. Data Bases and Automation in Libraries

Miss D. Douglas (Chairman)
Mrs. C. P. Fray
* Dr. J. E. Greene
Mr. Anthony Johnson
Miss J. Mayers
Mrs. Clover Chung (Rapporteur)
Mr. G. Chan
Mrs. R. Kavanagh
Dr. Clarence King

10. Publishing and Production: Books and Audiovisual Materials

Miss M. P. Patterson (Chairman)
Mr. B. Sangster
Mrs. G. Smith
Mr. George Benson
Mr. Peter Stephenson
Mr. Ian Randle (Rapporteur)
Mr. A. Durie
Mr. Lennie Littlewhite
Mrs. M. Gammon

* *Resource persons*, not directly involved in the provision of information services, but who have valuable insights into the use of imformation services, were invited to a particular meeting on various aspects of the planning.

Report of
Working Party
No. 1

NATIONAL PRIORITIES, LEGISLATION AND FINANCIAL RESOURCES

I. NATIONAL PRIORITIES

A. Information: Essential tool for development

Jamaica, like the rest of the world, is confronted by vast and complex changes in political, economic and social structures and relationships at the international level, and a prolonged world-wide economic recession accompanied by inflation.

The people and Government of Jamaica must cope also with intense pressures at the national level, arising partly from the external forces noted above and partly from such national realities as the rapid and continued growth of population and its increasing urbanization, a high rate of unemployment (21.2 per cent as of October 1975) and under-utilized capacity both in the agricultural and manufacturing sectors.[1]

In fact, Jamaica is currently undergoing an economic crisis of major proportions, marked by a significant decline in foreign exchange reserves, lower demand and lower prices for Jamaica's main exports of bauxite and alumina, increased costs of fuel and other imports, and a considerable reduction in Jamaica's earnings from tourism.[2]

To meet these challenges, accurate information rapidly retrieved and disseminated in the form needed is an indispensable tool for economic survival and for social reassessment and reconstruction.

Information for action is needed each day by every individual in the society — the Government Minister in determining specific matters of policy and administration; the manufacturer in deciding on the design and production of goods; the scientist and technologist in undertaking basic research and facilitating its efficient application to production; the student at every level of education; the new literate in learning new skills.

To illustrate: in Jamaica at the present time the highest priority of Government is for the country to become self-reliant in the basic essentials of food, housing and clothing and thus reduce its dependence on foreign imports and the use of scarce foreign currency for these purposes.

Thus, for example, the Fisheries Department of the Ministry of Agriculture has as its principal objective the development of the fishing industry in this island nation. The Ministry of Agriculture states:

> "This is of vital importance since Jamaica continues to import large quantities of fish and fish preparations. In 1974, 33,987,814 lbs of fish valued at J$14,936,786 was imported into the Island. The local catch of fish for the same year was approximately 36m. lbs so that there is need to increase the catch by appoximately 100 per cent if complete import substitution is to take place.[3]

The first step towards this goal is to review the valuable information and experience relevant to this subject already available in Jamaica (e.g. concerning efficient fishing techniques and equipment, fishing co-operatives, fish-pond culture, fish storage and processing, fish cookery and the like) and also obtain current information from other countries where the fishing industry is well established (e.g. Japan, Norway, Thailand). Next comes the determination by expert technologists of detailed procedures to fit the Jamaican situation and the formulation of the administrative actions and regulations required. Then, popular instructional materials must be produced and distributed quickly to the worker and the householder in the local community whose daily actions are crucial factors in implementing the determined policy. To reach the varied public concerned with maximum impact, the full range of communications media and the library and information networks should be used: radio broadcasts; television discussions and films via the Jamaica Broadcasting Corporation (JBC) and the Agency for Public Information (API); popularly-written how-to-do-it booklets distributed through the nation-wide Jamaica Library Service and the vast adult education network of the JAMAL Foundation (the Jamaica Movement for the Advancement of Literacy); as well as field demonstrations and guidance via the Agricultural Extension Service and other social and economic agencies, public and private.

Let us take a closer look at Jamaica and its national priorities.

B. Jamaica: General Background and National Priorities

Jamaica, the largest of the English-speaking islands in the Caribbean, is situated about 100 miles west of Haiti, 90 miles south of Cuba and 540 miles east of the Panama Canal. The island is 148 miles long and at its broadest 52 miles wide. Of the total area of 4,441 square miles only about 891 square miles are flat; the rest are steep hills and mountains rising as high as 7,402 feet above sea level. The climate is tropical. It is a beautiful country. The population as of December 1975 was 2,060,300 with an estimated annual growth rate of 1.7 per cent[4] and is of mixed African, European and Asian descent. An important phenomenon within the past thirty years has been the massive migration to urban centres, particularly to the capital city of Kingston and its suburbs which now comprise almost one-third of the total population.

Jamaica was discovered by Christopher Columbus in 1494 and was governed by Spain until 1655 when it was conquered by the English. For more than three hundred years it remained a British colony. In 1962 Jamaica attained political independence and became a member of the British Commonwealth. It has a democratic form of government with a well-established two-party system. General elections are held every five years under universal adult suffrage. With independence has come a new emphasis on economic development and on the provision of expanded educational, social and cultural programmes.

Jamaica today is a country in transition, in its political philosophy, economic situation, educational system, and social structure.

In December 1976 the People's National Party (PNP) headed by Prime Minister Michael Manley was re-elected by an overwhelming majority. The PNP's platform is based on a philosophy of democratic socialism and is aimed at four main socio-political and economic objectives (1) equality of opportunity and human dignity; (2) public control of the strategic and critical means of production within a mixed economy embracing both the public and private sectors; (3) special emphasis on industrial democracy and worker participation; and (4) non-alignment and self-reliance in foreign affairs, together with participation in efforts to create a New World Economic Order.[5] Detailing further Jamaica's foreign policy, the Prime Minister stated in a recent Parliamentary Address:

> "The organisation of international trade, of the international money markets, the reform of institutions like the International Monetary Fund, the development of guidelines for the conduct of transnational corporations, all remain urgent matters at the very top of the agenda of our national priorities."[6]

To deal with the current economic crisis, the Government launched on April 22nd, 1977 (in the Parliamentary Address cited above) a short-term Emergency Production Plan aimed at the achievement of self-reliance in the areas of food, clothing and shelter, and the mobilization of resources for the increased local production of these essential items.

Concurrently, the Government is also preparing a comprehensive five-year **Economic Development Plan, 1978-1982** which is expected to be ready by the end of the financial year 1977/78.

Meanwhile, attention is being focussed on three major goals:

- (a) increased productivity in agriculture and industry, both in the public and private sectors;
- (b) the development of human resources through increased opportunities for education and training at all levels; and
- (c) improving the quality of life by such means as the provision of more and better housing, improved water supply, and expanded programmes in such fields as sports and cultural activities.

Each of these priorities has direct implications for library and information services.

1. Increased productivity

Implicit in the drive toward increased productivity is the need to obtain and use the best knowledge and information available on the most efficient methods that can be employed in agricultural production, manufacturing, mining, tourism and other industries. To ensure the success of the productivity effort, essential data must likewise be provided and disseminated in such cognate fields as advertising and other promotional techniques, distribution methods, consumer education and the like.

Furthermore, the new emphasis on worker participation places far greater demands on the provision of information to the grassroots level than has heretobefore been required.[7] To enable the worker to understand the entire production process, to participate in decision-making and to share control of the means of production, simple instructions issued from above can no longer suffice. It means that each participant in the common endeavour must understand the purposes of the enterprise and share its values to the degree that will impel him to take the necessary actions of a manager as well as those of a worker. These requirements apply whether the enterprise concerned is a small business, a large corporation or the society as a whole. Such a transformation of the role of the worker requires for its success a massive programme of re-orientation, education and training based on the provision of relevant information, using all available communications media.

2. Development of Human Resources

Increased opportunities for education and training at every age level and for all sectors of the society are recognised by the Government as the key instruments for economic and social reconstruction. Special emphasis is being placed on expansion of the following educational facilities:

- (a) Early childhood education (basic schools catering for the 4-6 year age group)
- (b) New secondary schools (12-17 years of age)
- (c) Community colleges (18-21 years of age) to provide pre-University education and middle-level technical/professional training
- (d) Tertiary education (18-22 years of age)
  - (i) Teachers' colleges
  - (ii) College of Arts, Science and Technology
  - (iii) Jamaica School of Agriculture
  - (iv) Cultural Training Centre.

It is planned that these institutions at the tertiary level will be developed on a phased basis to form a collegiate system and each will become a degree-granting institution. Meanwhile the University of the West Indies will continue as a regional institution and be exclusively responsible for graduate study.[8]

In addition, since September 1973, it has been Government policy that "all educational facilities provided by Government from primary school through University shall be free and that further and higher education shall be available on the basis of merit alone". At the same time, strong emphasis is being placed on curriculum change and development aimed at making the content of education more relevant and responsive to the needs of the society, and on improved teaching methods geared toward stimulating independent study and critical thinking.[9] These combined developments must of necessity generate greater stress on the educational role of libraries and lead to the evolution of libraries, particularly in secondary schools and teachers' colleges, into multi-media learning resource centres.

Notable upgrading and expansion are also taking place in educational programmes for adults and out-of-school youth and in-service training courses aimed at improving vocational skills.

Of special importance for library development is the large-scale adult education programme operated by the JAMAL Foundation (the Jamaica Movement for the Advancement of Literacy). The objectives of this programme (restructured and expanded in 1974 from the National Literacy Programme started in 1972) are as follows:—

- (i) to eradicate illiteracy in the shortest possible period;
- (ii) to improve the literacy skills of the adult population of Jamaica, and
- (iii) to develop human resources and so enable adult citizens to participate meaningfully in the social, economic and cultural development of the country.[10]

Since its inception, more than 150,000 persons have been made literate through this programme. Its current registration numbers more than 88,000 adult students enrolled in 6,415 classes located throughout the island. The Foundation receives an annual Government grant which currently amounts to J$6 million, with additional support from fund-raising efforts and external aid sources. The size and scope of the JAMAL programme indicate the high priority assigned to it by the Government.

For library purposes, the JAMAL programme has a two-fold significance: (1) its work results in the addition of thousands of potential new users of information equipped with functional literacy skills; and (2) JAMAL itself produces (and stimulates additionally from private enterprise and other sources) a wide range of simply-written books and other materials on subjects directly relevant to the development needs of the society and designed specifically for adults of limited reading ability, thus adding substantially to the amount and quality of this much-needed category of information material.[11]

3. Improving the quality of life

A concerted effort is being made by Government to respond to the challenge of meeting the basic human needs such as better housing and increased water supply by means of expanded Government programmes, self-help projects and co-operative efforts.

Vital encourangement and financial support are also being provided by Government for the stimulation and development of the creative arts.

In all these efforts, the importance of the provision of a wide range of relevant library and information materials is manifest.

C. Designing a National Information System for Jamaica

The tools for providing needed information in every country are libraries, archives and documentation services working in close co-operation with the mass media, particularly the press, radio and television.

Fortunately, in Jamaica most of the key elements for an effective national information system already exist. But here, as in most countries, their development and operation have been uneven. Furthermore, because the existing libraries and other information services were established at different times and in isolation from each other, gaps and deficiencies prevail. The most serious gap in the country's library resources is the lack of a National Library of Jamaica, particularly in view of the key role which a national library can and should play in the establishment and operation of the proposed national information system. This lack was signalled as long ago as 1968 in the report entitled *Jamaica: Library Development* made by a UNESCO Consultant, Dr. J. P. Danton. This report pointed out also the urgent need for upgrading and co-ordination of the libraries serving Government bodies and private organizations.[12, 13]

It was precisely in recognition of the situation outlined above that the National Council on Libraries, Archives and Documentation Services was set up by the Prime Minister in 1973, to study in detail and make recommendations to Government regarding the development and co-ordination of all library and information services.

Currently, the National Council is engaged in two major projects. The first project is the preparation of a *Directory of Library Resources in Jamaica* which will list and describe the functions and holdings of known libraries, archives and documentation services in the country. It is expected that the *Directory* will be ready for publication by the latter half of 1977 and will be kept up to date by regular revisions.

The second project is the formulation of a plan for an integrated national system of information for Jamaica through the systematic development and co-ordination of all types of libraries, archives and documentation services, to be ready by the end of April 1977.

A central aim of the plan is to provide maximum effectiveness at the most economical cost. In order to achieve this, it is necessary to ensure that all available sources of information now existing in Jamaica are known, co-ordinated and brought actively into the provision and dissemination of information to meet user needs on a nation-wide basis. In the development of this national information system for Jamaica, the emphasis must be on the purposeful use and widespread dissemination of information.

In addition, access to the entire world of knowledge is essential. It is also technologically feasible through international information retrieval systems in the various subject fields (e.g. AGRIS — the Agricultural System; DEVSIS — Information System for Developmental Sciences; ERIC — the International Centre for Educational Resources; UNISIST the Science and Technology Information System). Linkage with such international computer-based retrieval systems will make it possible for Jamaica to contribute to and draw from the world's reservoir of knowledge.

Against this background, an official request was made to UNESCO by the Government of Jamaica for the services of a consultant for three months to assist the Council in the formulation of a plan for a national information system for Jamaica.

The UNESCO Consultant, Dr. Dorothy Collings, took up duties on January 10, 1977. In accordance with the guidelines set out by the National Council, the Consultant proposed the work plan (details of which are given on page one of the main report) which was accepted by the Council and resulted in the setting up of ten Working Parties. Following the conclusion of their meetings, work was undertaken on the Draft Plan by the Consultant and Executive Staff of the Council, and prior to its finalization it was studied by the Council, Chairmen and Rapporteurs of the Working Parties.

In addition, the Draft Plan was presented for comments and discussions at a Seminar held on April 14, 1977 to which librarians and information specialists working in Jamaica were invited to participate as well as Government planners and other officials with direct responsibilities for libraries and information services, and members of Governing Boards of Libraries. The document in final form will include both the Plan itself and also the full text of the reports of each of the ten Working Parties whose studies and discussions formed the essential basis of the Plan.

A brief word concerning the setting up of the Working Party on National Priorities, Legislation and Financial Resources may be useful. Because careful consideration of these matters seemed essential to the formulation of the Plan, and yet so pervasive as not to fit within the purview of any particular type of library or information service, it was decided to form a Working Party for this purpose, led by the Chairman of the National Council.

Lastly, it should be noted that because information about the development of libraries and documentation services in Jamaica is so well documented in printed sources, the Working Party on National Priorities decided to include only brief discussion of this important topic in its report. Instead, a list of references on library development and planning consulted by the Working Party, as well as sources from which background socio-economic and political data concerning Jamaica were drawn, is attached to this report as Appendix II.

II. LEGISLATION

The need is urgent for the enactment of proper, modern legislation to provide a sound basis for the effective operation of three essential elements in Jamaica's national information system: (1) the establishment of the National Library; (2) the development of the National Archives and Records Centre; (3) Copyright legislation, including provision for legal deposit.

The National Council on Libraries, Archives and Documentation Services has from the outset recognised the vital importance of carefully-drawn legislation to authorise essential functions, ensure adequate financial support, guarantee continuity and yet provide sufficient flexibility to accommodate growth and facilitate adaptation to changing needs and the use of changing technologies.

A brief summary will serve to indicate the present position in respect of each of these needed pieces of legislation.

A. Institute of Jamaica (Amendment) Act 1976

The establishment of the National Library of Jamaica is mentioned briefly in the above Act, which proposes the restructuring of the present West India Reference Library of the Institute of Jamaica to become the National Library.

In August 1975, the National Council set up a Sub-Committee to examine this draft legislation. This resulted in a letter dated 29th August, 1975 to the Prime Minister and the Institute of Jamaica expressing the Council's disappointment that the legislation would not in fact establish the National Library of Jamaica as an entirely autonomous body with an independent Board of Management and direct sources of revenue. The Council also made the following recommendations for inclusion in the Law:—

(a) the explicit creation of the National Library of Jamaica;

(b) that the Librarian of the National Library of Jamaica should be an ex-officio member of the Council;

(c) that the 'development' of the National Library should be emphasised;

(d) the introduction of a clause or clauses making 'legal deposit' obligatory;

(e) an empowering section giving the Minister specific powers to make Regulations (subject to negative resolution) to implement the development of the National Library of Jamaica.

At the September 1975 meeting it was noted that the Law should specify that the National Librarian should be the Library's Chief Executive Officer.

Several meetings were held by representatives of the National Council with officials of the Board of Governors of the Institute of Jamaica, and written communications exchanged in November 1975, January 1976 and February 1976.

In April 1976, the Institute of Jamaica invited Dr. Dorothy Collings to come to the West India Reference Library for a study-visit and consultations concerning the restructuring of the Library to become the National Library of Jamaica, and the draft legislation. The report made by the Consultant specified in detail the essential functions of the National Library and recommended extensive changes in the proposed legislation. For the full text of this report, see Appendix I.

Subsequently, the Council's Sub-Committee on this matter reviewed the Consultant's report and the Amendment proposed in the Parliamentary legislative draft and reported that

(a) the Act still did not include a section that would make legal deposit obligatory;

(b) the Amendment did not appear to cover adequately all the functions that had been recommended for a National Library and which had been approved by Cabinet;

(c) no power was provided that would enable the National Library to acquire or purchase books and material.

Further discussions and communications were exchanged. In October 1976, the Council was advised that the Bill was to go before the Legislation Committee. Parliament was, however, prorogued in December 1976 before the Bill was debated.

To date (March 1977) the matter of this vital legislation remains in suspension.

B. Copyright Act, 1976

On September 1, 1975, the Council wrote the Prime Minister requesting that the presentation of the Copyright Legislation be delayed pending consideration of the proposed Act by the Council, and a reply was received agreeing that the representations of the Council would be considered.

In September 1975 a Sub-Committee was named to review the First Print of a Bill entitled "An Act to repeal the Copyright Act and the Copyright Act 1911 (of the United Kingdom)" as it affected —.

(a) legal deposit

(b) photocopying

(c) royalties to authors.

The Sub-Committee noted that the legal deposit had been omitted from the Copyright Bill and made recommendations as follows —

(i) to provide for legal deposit;

(ii) to expand the definition of "literary work";

(iii) to clarify the section on reproduction as it applies to libraries;

(iv) to provide for the protection of folklore material.

These recommendations were tabled at a meeting of the Council on April 8, 1976 along with extracts from related legislation.

In July 1976 Council accepted these recommendations subject to legal advice on section B2(1) and additional recommendations which the Sub-Committee on Policy and Planning may consider necessary. Subsequently in July 1976, the recommendations, supported by a letter from the Office of the Prime Minister, were forwarded to the Ministry of Marketing and Commerce.

In December 1976, copies of the Act were circulated to members of the Council. The Bill had been tabled in the House but Parliament had been prorogued before it was debated.

In December the Council also took steps to obtain the comments of the UNESCO Sub-Committee on Copyright Legislation re the (Jamaica) Copyright Act, 1976. Detailed comments and a marked copy of the UNESCO Model Copyright Law were received by the Council and transmitted to Government in February 1977.

To date (March 1977) the matter remains in suspension.

C. Archives Legislation

On September 11, 1975, Mr. C. V. Black, Government Archivist, tabled a "Paper on background information on the Jamaica Archives". Of particular significance to the Council were the sections on

Records Management
The Intermediate Records Centre
and Reduction of the 'closed period'.

A "Proposal for Archives Legislation" drawn up by a Sub-Committee of the Archives Committee was presented to the Council at its meeting on March 11, 1976 and discussed at length at the May meeting. The Council plans to assist in promoting this Bill, which is scheduled to be tabled in the House of Parliament in the 1977/78 programme.

Prospects for passage of the proposed Archives Law seem bright as in March 1977 officials of the Ministry of Health confirmed that the Bill is being included in its 1977/78 programme for submission to Parliament which is currently in session.

III. FINANCIAL RESOURCES AND EXPENSES

A. Current Expenses

The full and precise costs of library and documentation services are not easy to establish in any country, here as elsewhere. Nevertheless, it has been possible to determine that an annual amount substantially exceeding six million dollars (exclusive of capital expenditures) was spent on libraries and documentation services in Jamaica in the fiscal year 1975-1976, distributed as shown in the abridged table below. For more detailed information, see the table entitled **Libraries, Archives and Documentation Services in Jamaica: Collections and Expenditure, 1975-1976** attached to the Plan document.

Institutions	Total Recurrent Expenditure (Jamaican dollars) $
West India Reference Library	239,911
Jamaica Archives	100,742
Jamaica Library Service	
Public Libraries	3,538,364
School Libraries	788,979
College libraries (9 institutions)	209,921
Government and special libraries (36)	639,924
University of the West Indies (Mona)	857,139
TOTAL	6,374,980

It may be noted that the actual expenditures made during this period were probably considerably higher. There are several reasons why this is so. Some libraries, particularly those manned by unqualified staff, lack accurate financial records and reports and are unable to provide even estimated costs, except for salaries. Some libraries, most usually those serving private organisations but also some Government libraries, have no determined budgets, their costs being met out of general funds. Also, a fair amount of value goes into library systems in Jamaica which is not (or cannot be) financially quantified, such as books, manuscripts and other materials received as gifts, publications obtained on an exchange basis, the work of volunteers, the donation of valuable sites for parish or branch library buildings to the Jamaica Library Service by private individuals or by community efforts, its free postal service, and the like.

B. Sources and Use of Funds

It is clear that the basic financial support for the national information system of Jamaica is and must be provided by the Government. Six million dollars is not a great deal of money — indeed it is distinctly insufficient — when the priority needs of the nation and the present and potential economic, social and cultural value of the national information system are taken into account.

The guiding principle at all times, and most especially now in view of the financial constraints imposed by the current economic crisis in Jamaica, must be that the funds made available by Government and from all other sources are used with maximum economy and effectiveness.

Service at the highest possible level is already being provided by many if not most of the country's key libraries and documentation services, and further development can be undertaken only if additional funds are provided.

However, the studies and observations made by practising librarians over the years and now intensified by the group efforts being made by the Working Parties in the course of the formulation of the present Plan make clear that in significant ways substantial improvements can be achieved in some services even at current levels of expenditure chiefly through thoughtful planning and more effective deployment and co-ordination of resources. Three brief examples will serve to illustrate this point:

1. Government Libraries

With some outstanding exceptions, the libraries and documentation services set up to provide decision-making information to Government (including the various Ministries, the Parliament, and the various Statutory Boards and other bodies) are in general the least well-provided with functional and attractive premises, the least well-staffed by qualified and experienced personnel, and the most lacking in efficient organization of their collections and services.

However, rationalisation is possible and should be started forthwith. As indicated in the report of the Working Party on Government Libraries, the key to this process is the grouping of libraries and documentation centres dealing with the same or closely related subject fields into co-ordinated networks, each under the supervision of a senior professional librarian. Where administratively and geographically possible, actual amalgamation of collections and staff should be effected. However, much could be accomplished even if it is necessary to have the services physically retained in different locations.

2. Further expansion of School Library Services through the Jamaica Library Service

Experience indicates that in Jamaica, as in other countries, large-scale operations are both more economical and more efficient than are small, isolated units of service. In libraries, as in industry, the assembly-line principle works and this is only possible in a large-scale operation. The central purchase of books and equipment results in substantial economies in discounts and makes possible also uniform and less expensive processing.

Thus, the Working Party on Public and School Libraries wisely proposes that the necessary administrative steps be taken to enable the Jamaica Library Service to purchase, process and catalogue at its central Headquarters all books and other printed materials which now are provided for separately under the budgets of Government-supported secondary schools and teacher-training colleges. Such an arrangement would also free the librarians of these institutions to concentrate on providing improved and expanded services to students and faculty.

As is now the case with the primary and new secondary schools, the materials would continue to be selected by the teachers and staff of the institutions concerned.

3. JLS service to the Cultural Training Centre

Similarly, for reasons of efficiency and economy, the Working Party on Public and School Libraries warmly endorsed the proposal to have the Jamaica Library Service provide the needed library services to the Cultural Training Centre. Funds for books and other study materials will be provided by the budget of the Cultural Training Centre but the collection will be housed and serviced at the Kingston & St. Andrew Branch of the Jamaica Library Service.

However, despite all the ingenious efforts that can be made to produce either savings, added services, or both, the fact must be faced squarely that libraries and information services cannot perform effectively when chronically provided with insufficient funds and insufficient Government support in other ways. An important case in point is the West India Reference Library (WIRL) planned to be restructured to become the National Library of Jamaica.

At the present time, WIRL has a much-used collection of important historical and current Jamaican and West Indian materials conservatively estimated to have a value of more than 15 million dollars, but an annual book budget of only 3 thousand dollars. Thus, the library cannot possibly acquire essential current West Indian publications, which typically are produced only in limited quantities of the various titles. Once these materials are no longer current, they are either irretrievably lost or available only as rare items at greatly increased cost. Also, due to lack of sufficient staff, the fund-raising potentialities of the library cannot be fully exploited by such means as the preparation and sale of reproductions of historical maps and prints held by the library, vigorous promotion of the *Jamaican National Bibliography* and *The Daily Gleaner Index* both in Jamaica and overseas, and the like.

Most serious of all is the lack of effective legislation concerning legal deposit which sharply reduces WIRL's capability to acquire without financial cost books and other information materials produced in Jamaica, and on an exchange basis, many materials produced in the Caribbean region and abroad.

Lastly, it should be stated that the realities of the current economic crisis are clearly understood and taken into account in the proposed NATIS plan. Measures recommended for the short term (1977-79) generally are directed toward preparatory planning and improvements which can be accommodated within existing budgetary provision. In addition some of the measures proposed can and should result in important economies (e.g. through elimination of unnecessary duplication of collections and introduction of planned acquisitions policies in Government libraries, and reduced costs for space and equipment in Government offices through implementation of an effective Records Management Service and Records Centre).

During the medium term (1977-82) increased funds will be needed to strengthen essential components of the national information system (e.g. for increased staff, collections development and expanded services at the National Library of Jamaica and for upgrading premises, staff and collections in Government libraries and at the teachers' colleges).

To quicken the pace at which the proposed plan for the national information system can be implemented, technical and financial assistance provided from appropriate sources of external aid to the Government on behalf of libraries, archives and documentation services are of the greatest importance.

IV. RECOMMENDATIONS

Taking note of these considerations, the following recommendations are made:—

1. The active co-operation of Government officials, librarians, educators and concerned citizens so generously extended to the National Council in the formulation of the proposed plan for a national information system for Jamaica should be continued and reflected in administrative decisions and practical actions taken to ensure its successful implementation.
2. Every effort should be made to achieve maximum use of limited resources through such measures as co-ordinated acquisitions policies, shared use of expensive equipment, and flexible administration of regulations concerning access to facilities and materials based on thoughtful consideration of priority needs and responsibilities.
3. Particular care should be taken before initiating or expanding the use of the new information/computer telecommunications technology to determine feasibility and cost-effectiveness.
4. Proposals for external aid should be prepared meticulously, with full information (including objectives, detailed plan of operations, curriculum vitae, if needed, and costs), and well in advance of stated deadlines to ensure time for consultation with relevant authorities.
5. To ensure co-ordination, requests for external aid being made concerning libraries, archives or documentation services should be channelled to the National Planning Agency through the National Council. Requests for aid from UNESCO must be processed also through the Jamaica National Commission for UNESCO.

Appendix I

RESTRUCTURING THE WEST INDIA REFERENCE LIBRARY (WIRL) TO BECOME THE NATIONAL LIBRARY OF JAMAICA

(Report of an exploratory study-visit to the Institute of Jamaica, April 27th-30th, 1976)

by Dr. Dorothy Collings

1. INTRODUCTION

It has been my happy privilege to come to Jamaica at the invitation of the Institute of Jamaica to observe and discuss the present situation at WIRL and to make suggestions concerning possible preparatory actions which might be taken to facilitate the restructuring of the WIRL to become the National Library of Jamaica. My thanks and deep appreciation are recorded to Professor Rex Nettleford, Chairman of the Board of Governors, and Mr. Neville Dawes, Manager of the Institute for their warm welcome and invaluable assistance, and to the staff of the WIRL for their whole-hearted co-operation.

The notes which form the body of this report are based on:

(i) Most helpful discussions with Mr. Nettleford, Mr. Dawes, and Mr. Carnegie, Deputy Director of the Institute, which provided an essential broad overview of national priorities in the current cultural, social and economic development of Jamaica, of which the establishment of a National Library forms a part;

(ii) Three meetings with Mr. Henry Fowler, Chairman of the National Council on Libraries, Archives and Documentation Services, Miss Leila Thomas, Acting Director of the Jamaica Library Service, and other members of the National Council; and

(iii) Extended discussions with the four Deputy Directors of the WIRL and first-hand observation of the premises, collections, and services of WIRL.

In this connexion, it should be noted that, following our first meeting, each Deputy Director of WIRL was requested to prepare a brief working paper to serve as a basis and focus of our further discussions. Copies of these useful papers are on deposit both at WIRL and the National Council on Libraries.

2. OBSERVATIONS AND COMMENTS

Legislation

It is a most important step forward and most encouraging to find that draft legislation in the form of a Bill which will authorise the establishment of the National Library of Jamaica has been prepared for early consideration by Parliament. However, if a successful, effective and well-co-ordinated national system of library and information services is to be provided (of which the National Library forms an essential part), the legal foundation should not only permit, but actively assist and encourage its development.

Against this background, the following comments are made (obviously from a librarian's and not a lawyer's point of view):

(a) In the context of the NATIS concept (i.e. a **National System** of Information Services) fostered by UNESCO and accepted in principle by the Government of Jamaica, the National Library in each Member State can and should play a role of such key importance as a co-ordinating mechanism (both nationally and internationally) that its establishment ideally in law would be the subject of a National Library Act, with its functions and modus operandi set out clearly but **flexibly** enough to provide for the changing needs in information services as the cultural, educational and socio-economic development of the nation proceeds. Ideally, it should be established as a Statutory Body.

(b) Alternatively, if such a National Library Act is not feasible at this point in time, it is strongly recommended that the Chairman of the National Council on Libraries, Archives and Documentation Services, be requested by the Institute to form a Sub-Committee of the Council to study carefully and comment on the sections of the Bill now prepared for the Parliament relating to the National Library.

Among the matters which seem to me to warrant further study are, for example:

(i) Page 7, para. g (2) authorisation of **acquisition** (i.e. by legal deposit, purchase, gift, exchange and other means) of the national literature (as defined in Page 7 para. e) and of foreign literature relevant to the Library's purposes (e.g. particularly the Caribbean Regional literature);

(ii) Legal deposit as an essential function of the National Library;

(iii) The duties and responsibilities of the National Librarian and his level of reporting (e.g. direct access to the Board of Governors or to a Library Management Sub-Committee of the Board)

(iv) Authorisation of budgetary provision.

These quick comments are intended only to suggest some of the matters which seem to me to merit further consideration. Very frankly, for example, I think it would be difficult to attract and retain the services of a first-rate National Librarian unless he is authorised to report to and speak with the Governing Authority of the Institute. It is surely better that such problems should be prevented from the beginning rather than created for later solution.

3. FUNCTIONS OF THE NATIONAL LIBRARY — Establishment of Priorities

Much careful thought has been given to, and a very substantial literature exists — produced both by national sources and international agencies such as UNESCO, concerning the role and functions of national libraries. Particularly within the past 15 or 20 years, long-established national libraries such as The Library of Congress in the USA, the National Diet Library in Japan, and the British Museum (which was completely re-organised in 1972 into a co-ordinated **system** comprising of several individual libraries and information services sited in different geographical locations, chiefly London and Boston Spa in Yorkshire, but known and directed as an entity called The British Library) — have studied and vastly altered their structure and operations in necessary response to the challenges posed chiefly by:

(i) The enormous mass and diverse forms of information materials being produced throughout the world which are needed and hence must be acquired and organised for effective use and rapid dissemination; and

(ii) The voracious demands for information materials made by the progress of science and technology and by rapid socio-economic change.

Similarly, newly independent countries in all parts of the world have felt the need to establish national libraries as part of a national information system, and for the same reason given above. Further, the task of these latter countries in this regard (as in all others) has been made particularly difficult because of the scarcity of resources and the multiplicity of other urgent needs.

Thus, it is necessary **in Jamaica** to determine priorities in respect of the role and functions of the National Library here so as best to assist in achieving the national aspirations of the Jamaican Society.

The experience of other countries, both developed and developing, as reflected in the literature, clearly sets out the functions of the national library into three categories of importance, as follows:

(a) Essential Functions of a National Library

- (i) To acquire, preserve and organise for use, the nation's literature (broadly defined — all formats) and materials about the nation issued elsewhere;
- (ii) Legal deposits for at least one copy of the nation's literature (more than one if lending services are provided);
- (iii) Selective coverage of foreign literature of special interest (e.g. here this would include particularly West Indian materials);
- (iv) Preparation and publication of the national bibliography and other bibliographies as needed;
- (v) Establishment and operation of efficient national bibliographical information centres;
- (vi) Publication of essential catalogues and indexes (including union catalogues indicating the location of materials in other libraries).

(b) Desirable Functions of a National Library

- (i) Interlibrary loan;
- (ii) Index to locations of manuscripts;
- (iii) Collection of oral history, folklore, etc;
- (iv) Provide exhibitions and display collections in Kingston and throughout the country, relevant to Jamaica's growing needs, interests and cultural aspirations.

(c) Functions of the National Information System which are not necessarily functions of the National Library

- (i) International exchange service;
- (ii) Distribution of duplicates;
- (iii) Materials for the blind;
- (iv) Co-ordination of the nation's library and information services.

Determination of the role and functions to be undertaken by the National Library, and the priorities assigned, requires basic policy decisions to be taken by the Institute's highest authority, working in close consultation with the National Council on Libraries, Archives and Documentation Services.

4. THE WIRL COLLECTION — Preservation and Restoration

The value and importance of the WIRL Collection not only to Jamaica and the Caribbean, but to the world of scholarship and creativity is manifest — and blessed indeed is the embryonic National Library of Jamaica to have such a distinguished body of materials to form its start.

The unique character of much of its holdings makes their preservation a matter of the greatest importance. Equally, the deteriorating condition of some of the precious materials held **requires urgent attention.**

On the positive side, it is indeed good news to learn that an outstanding firm of microfilm experts is keenly interested in making arrangements with the Institute to microfilm (in the form of microfiche) the WIRL Collection as fully as is feasible, paying royalties on a contract basis, with the negatives to become the permanent property of the Institute at the expiration of the contract period.

To halt and cope with the deterioration of important holdings in the collection until an extensive, scientifically expert programme of restoration can be undertaken, the following practical immediate steps are suggested.:

(i) Withdrawal from active use, and placement in the best locations available (in terms of climate control, humidity, dust etc), valuable materials now in such advanced state of deterioration that their very existence is imperilled by further handling;

(ii) Segregation of particularly rare and valuable items into categories which are used (except for very good and substantive reasons) only by mature scholars who understand how to handle precious materials;

(iii) To assist the WIRL staff in this procedure, the Institute might wish formally to request such recognised experts close at hand as Mr. Kenneth Ingram, Librarian of the UWI, to identify and select out such materials, with time for this purpose agreed to by the University authorities as a valuable contribution to the world of scholarship and the goal of helping to protect the nation's cultural heritage.

Additional assistance in this important task might also be sought by a formal request addressed to the UWI History Department, several of whose members are constant and knowledgeable users of the WIRL Collection;

(iv) At the same time, vigorous efforts should be made by the Institute's highest authority to obtain funds and expertise from external-aid sources (e.g. US/AID), to undertake an extensive scientifically-done conservation programme for these materials on a project basis. An essential component of this project should be the professional training abroad of one or more members of the WIRL's permanent staff in this area of specialisation, so vital to the Institute's work and programme.

5. STAFF

In all candour, staff morale appears to be low and quite understandably so. At the same time, it must be said that I am sincerely and most favourably impressed by the professional competence, deep concern, and intense dedication to the purposes and work of WIRL, manifested by its senior staff.

It seems to me also, that the staff is both greatly exhilarated and somewhat apprehensive — at the prospect of the additional challenges and responsibilities it must face at the imminent prospect of the restructuring of WIRL into the National Library.

Several suggestions for action appear to be desirable to be undertaken as soon as possible:

(i) It is difficult to feel secure and purposeful in a ship without a designated captain at the helm to ensure direction toward a desired and clearly-marked goal. Thus it is urged that a well-qualified candidate be sought and appointed **as soon as is feasible** to fill the now vacant post of Director of WIRL — and particularly one of such calibre as to be clearly and recognisably competent to be designated as the National Librarian when the restructuring takes place;

(ii) The **essential** qualities of such a candidate appear to me to be as follows:

- Proven capacities for and qualities of leadership, both personal and professional;
- Deep dedication and commitment to the priority purposes and services of the National Library as these are determined by its highest authority to serve the nation's aspirations and development;
- Professional qualifications, demonstrated expertise, and extensive administrative skills and experience to plan, supervise and, in selected areas, himself undertake and execute the complex tasks which are absolutely inherent in the **creation** and management of the National Library;
- The ability to work with and earn the confidence, trust, and respect of the users of the National Library at all levels of the society and also the many governmental and community organizations and individuals with which the National Library must work in close harmony and co-operation if its purposes are to be achieved;

(iii) Every effort should be made to secure improvements in the salaries and conditions of work of **all** staff;

(iv) A programme of planned staff development and up-grading should be undertaken as a matter of priority importance by all such means as the provision of opportunities for advanced training in, and study-visits to as wide a range as possible of National Libraries in other countries at various stages of development, and in other institutions and operating bodies in fields directly relevant and useful to the work of the coming National Library of Jamaica.

6. FINANCIAL CONSIDERATIONS.

(i) It **cannot** reasonably be expected that the WIRL can undertake to perform effectively the added functions of a National Library with funds already woefully inadequate to discharge its present tasks. Additional funds **must** be found.

(ii) As a matter of basic principle, it must be recognised that the bedrock funding of the National Library must be provided as a part of the Government's budget (both capital and recurrent) and such funding should be envisaged and incorporated into each National Development Plan as those are formulated.

(iii) At the same time, it is clear that particularly at a time of national economic difficulties, external aid will be needed and could *very likely* be secured.

For this purpose, a very carefully conceived and accurately **costed** series of projects can and should be developed with all urgency for presentation through channels to appropriate sources of external funds (e.g. UNESCO, OAS, Commonwealth Fund for Technical Co-operation, CIDA, other bi-lateral aid programmes etc.)

Promising areas for grant funds include:

Conservation and restoration of the WIRL's holdings, staff training and development, and establishment of a National Union Catalogue in machine readable form constructed in close co-operation with other libraries in the country, particularly the libraries of the University of the West Indies and the Jamaica Library Service.

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Report of
Working Party
No. 2

THE NATIONAL LIBRARY OF JAMAICA

The most important gap in the basic structure of Jamaica's national information system is the lack of a National Library, so designated by law and with its functions and responsibilities clearly defined.

Since 1972 proposals have been made for the establishment of a National Library of Jamaica based on the restructuring and expansion of the collections and services of the West India Reference Library, a division of the Institute of Jamaica.

To implement these recommendations enabling legislation dealing with the Institute of Jamaica and the Copyright Act are now at the point of presentation to Parliament. The early passage of these vital pieces of legislation is the major recommendation of this working party.

I. OBJECTIVES OF THE NATIONAL LIBRARY

As the essential foundation on which an effective national information system must be based, the crucial objectives of the National Library are to:

(a) serve as the storehouse of the national memory;

(b) quicken the nation's search for self-identity and political awareness;

(c) stimulate and assist the nation's cultural and artistic life and achievements;

(d) assist through the provision of essential information, materials and services the search for new solutions to satisfy national aspirations and the need for social and economic reconstruction.

This library would fulfil a similar role for Jamaica as the National Library of Nigeria, The British Library (formerly The British Museum) and the National Library of Australia. Particularly in Jamaica the library would stress the oral history, musical and other recordings of our present situation as it emerges from our folk tradition.

II. FUNCTIONS OF THE NATIONAL LIBRARY

Pragmatically, the essential functions of the National Library of Jamaica are as follows:

A. Collections: acquisitions, organization, development

1. Serve as the permanent legal depository and reference source for all print and non-print materials issued in Jamaica and to acquire by purchase, gift and exchange all print and non-print material concerning Jamaica wherever issued.

2. Acquire systematically the most important relevant print and non-print materials issued in other Caribbean territories in the spirit of the Caricom Agreement as well as relevant material on the region issued elsewhere.

3. Provide a judicious selection for reference purposes of important materials issued in other countries (particularly Third World), selected in close coordination with other major library systems in Jamaica e.g. the University of the West Indies and the Jamaica Library Service.

4. Develop and maintain collections of local history and other cultural materials with emphasis on the oral tradition in cooperation with local community services, i.e. Jamaica Library Service, youth and workers' organizations, parish and community councils.

5. Organize all materials held by the library e.g. phonograph recordings, tapes, cassettes, films, books, newspapers, magazines and other periodical publications, by methods and records which will ensure ready availability to the general public, government offices, scholars, and other users.

6. Ensure preservation and conservation of the nation's treasures by appropriate means e.g. microfilming, binding, lamination and other modern scientific proprocesses.

B. Information Services

7. Operate a National Information and Referral service to provide rapidly on request the location of needed materials and organize interlibrary loans.

8. Prepare and publish on a regular and continuous basis the *Jamaican National Bibliography* which will provide a comprehensive listing of all print and non-print materials produced
   (a) in Jamaica
   (b) about Jamaica published abroad
   (c) by Jamaicans overseas

9. Prepare and produce bibliographies, catalogues, audio-visual and other works based on the library's resources to further the knowledge and understanding of the society.

10. Relate closely to the data bank system of the Government of Jamaica and other data banks at home and abroad and use automation and other aspects of the most modern technology as appropriate to:
   (a) store, retrieve and disseminate information
   (b) create other data banks
   (c) ensure efficient library management

11. Organize national and international exchange of publications and serve as the centre for international library loans and information.

C. Government and Community Services

12. Provide loan and reference services and aid in developing collections and services of libraries in ministries and other Government agencies, in accordance with policies approved by the agency concerned.

13. Provide information and reference services for Jamaican diplomatic missions and Government agencies abroad in cooperation with relevant Government ministries and bodies.

14. **Work closely with Government information and educational agencies e.g. Agency for Public Information (API), Jamaica Broadcasting Corporation (JBC), Jamaica Movement for the Advancement of Literacy (JAMAL), Jamaica Library Service (JLS) and other bodies such as the University of the West Indies Extra Mural Department to design, display and disseminate exhibitions and sponsor lectures, group discussions and other activities throughout Jamaica.**

D. Publicity and Sales

15. Publicise the library in and outside Jamaica particularly the Third World, through publications and other channels and make widely known the materials and services of the National Library.
16. Prepare and sell reproductions of valuable and important maps, prints, and other memorabilia to illustrate Jamaican achievements and to raise revenue including foreign exchange.

III. JUSTIFICATION FOR THE WEST INDIA REFERENCE LIBRARY TO BE RESTRUCTURED AND DESIGNATED THE NATIONAL LIBRARY OF JAMAICA

To fulfil the functions of the National Library specified above the West India Reference Library should be restructured and designated the National Library of Jamaica at the earliest possible moment in accordance with the report of the Exploratory Committee of the Arts presented to the Prime Minister in 1972, the working party on the restructuring and reorganization of the Institute of Jamaica Libraries and the strong recommendation of the National Council on Libraries, Archives and Documentation Services.

The compelling reasons why the West India Reference Library (WIRL) should become the National Library are as follows:—

1. **The WIRL already has by far the largest collection of materials issued in and about Jamaica which now exists anywhere in the world. It also holds one of the most extensive and important collections of materials relating to the CARICOM countries and territories. The importance of this collection has received world-wide recognition. WIRL's catalogue is being published in ten volumes by Kraus-Thompson (USA), one of the world's leading reprint organizations, which has stated that —**

   > **"The West India Reference Library represents the world's pre-eminent research collection of West Indian materials — both published and in manuscript ... As a source of Caribbean and Caribbean-related materials, the West India Reference Library is regarded as perhaps the finest in the world".**

2. **Since its establishment in 1894 WIRL through its collections has provided an indispensable source of authoritative reference and information services for scholars, writers, artists, government, political and permanent officers and other persons engaged in creative work, historical research and current work. Recent examples include:—**
   - (a) "The Fight Against Slavery" the BBC historical series, written by the distinguished Jamaican author and film-writer Evan Jones, 1975/76.
   - (b) Brathwaite, Edward; The Development of Creole Society in Jamaica, 1780-1820, Oxford, OUP, 1971.
   - (c) Carnegie, James; Some Aspects of Jamaican Politics: 1918-1938. Kingston, Institute of Jamaica, 1973.
   - (d) Hill, Robert; Marcus Garvey and the Racial Economy of the Crown Colony State: a study in colonial political protest. UWI unpublished MSc thesis, 1974.
   - (e) Mathurin, Lucille; A Historical Study of Women in Jamaica 1655-1844. UWI Ph.D. thesis, 1974.
3. **The West India Reference Library already performs several of the essential functions of the National Library as stated above. These include the:—**
   - (a) collection of print and non-print materials on Jamaica and the West Indies as far as budget constraints allow.
   - (b) provision of information and reference service to users locally and abroad as well as publication of articles on request e.g. "Yesterday/Today" in the *Star* and "Book Power on East St." in the *Daily Gleaner.*
   - (c) preservation and conservation of the collection
   - (d) publication quarterly of the *Jamaican National Bibliography* which, in the absence of a legal deposit law, is based on WIRL's acquisition of Jamaican material. It is prepared according to the requirements of International Standard Bibliographic Descriptions for Monographs and Serials (ISBD).
   - (e) production of a number of important works based on its holdings such as the *Bibliography of Marcus Mosiah Garvey,* 2 slide tape documentaries entitled "Slavery to Emancipation" and "Six Caribbean Heroes", and a videotape documentary entitled "A Library for the Nation: The West India Reference Library".
   - (f) creation of its own data bank, the first of its kind in the Caribbean, based on the computerised index to the *Daily Gleaner.* and application of the computer to circulation data i.e. list of users of WIRL.
   - (g) exchange of publications and consultancy services provided on request e.g. Agency for Public Information (API) and The Research and Planning Branch of the Jamaican Constabulary.
4. **WIRL is more strongly situated than any other national facility to assume the new duties and added responsibilities of a National Library. While additional staff and more extended facilities are an absolute necessity, WIRL has the following notable assets:**
   - (a) Personnel — The present professional and research staff, although small in number, includes strong expertise in directly relevant fields e.g. graduate-level training in West Indian History, Archives, Library and Information Science, Computer Application, Management, West Indian History and Literature, Spanish and French (both important languages in the region) as well as important experience in book production and publishing, and audio-visual media.
   - (b) Facilities and Services — Microfilming, keypunching, flexowriter, photo-copying and

duplication, photographic reproduction, binding and restoration, including a laminating machine.

5. WIRL already represents a substantial investment by government and private sources. The worth of the collection has been conservatively estimated at $15,000,000. In a recent evaluation by an American expert, twelve items were valued at $40,000. The government expends approximately a quarter million dollars annually on its support e.g. 1976/77 the total figure was $239,911. Clearly it would be uneconomic to establish the National Library as an entirely new institution and it would also be a departure from the Government's established cultural policy of building on existing strengths.

6. The effective operation of a National Library makes it imperative that WIRL becomes an autonomous institution as soon as possible. In the realities of the situation this would seem to indicate that, as, in the case of the National Gallery, which is also a division of the Institute of Jamaica (IOJ), the National Library should be launched as a limited liability company with its own Board of Directors and with the IOJ Council as the shareholders.

IV. PROPOSED STRUCTURE OF THE NATIONAL LIBRARY

A. Administrative Structure and Functions

The proposed administrative structure is shown in the attached chart. It will be seen that the Council of the Institute of Jamaica will set broad lines of policy for the library and the Council itself will fall under the jurisdiction of the Office of the Prime Minister.

The National Librarian will report directly to the Library Board of Directors of which he/she will be a member.

The Library will be comprised of five main Departments:

(a) Collections Development Department
(b) Information and Bibliographic Services Department
(c) Technical Services Department
(d) Library Extension Services Department
(e) Administration Department

The main duties of these departments are shown in the attached chart.

B. Staff

It must be recognized that the existing staff of the West India Reference Library is inadequate to perform with maximum effectiveness its present functions. Hence it is important that all posts, particularly the professional, be filled at all times.

In view of the constraints imposed by the present economic crisis it is proposed that in the initial stages the National Library would operate with the number of persons presently provided for in the library budget. (Many of the members of the auxiliary staff also service the central administration and Natural Science division).

It is however stressed that the additional functions required of the National Library cannot be fully implemented without a requisite increase of qualified staff.

C. Accommodation

It is proposed that in the short term (1977-79), the National Library would begin its operations in the premises now occupied by the WIRL at 12-16 East Street, Kingston. However it is vital that the alterations in structure accepted in principle in the 1977/78 budget go through and that microfilming proposals now in negotiation also come to a satisfactory conclusion to relieve the severe space problem.

Essentially, these proposals are to expand the storage capacity on the roof of the building, to create additional working areas on the second floor including office accommodation for the National Librarian and support staff which do not at present exist.

Better utilisation of the space is also essential. For example, in a library such as this, where the public does not have access to the shelves, substantial footage can be saved by compact shelving. In addition microfilming the bulky clippings files and newspapers would reduce by 95% the storage space now required for these items.

In the medium term, development at the Institute of Jamaica may open the possibility for additional space in the East Street complex for use by the National Library. It should be noted that the original construction of the WIRL building allowed for two additional floors. With each year that passes the cost of so doing, estimated in 1974 at $229,000 including essential elevators, continues to mount. Therefore as soon as the economic situation permits, construction of these additional floors should be undertaken bearing in mind that the National Library has major potential as a revenue generating organization.

In the long term, plans made years ago for the location of a central National Library in the development of George VI Park, now National Heroes Park, which would be adjacent to four Government ministries and the site of the proposed permanent Parliament buildings, should be revived.

V. FINANCIAL PROVISIONS AND RESOURCES

In planning the restructuring of the WIRL to become the National Library of Jamaica the following financial considerations must be taken into account:

(a) The budget of the West India Reference Library is woefully inadequate to support its present programme.

(b) The National Library will require appropriate funds to perform its central role in the vitally important national information system without which a comprehensive plan for national development cannot be successfully implemented.

A. Present Budget of the West India Reference Library 1976/77.

Personal Emoluments	$215,911
Travelling Expenses and Subsistence	1,100
Supplies and Materials	3,600
Other Operational and Maintenance Costs	5,500
Contributions and Awards	1,500
Equipment (including books)	12,300
Total	$239,911

Approximately 90% of the budget allocation is spent on personal emoluments. Yet the professional and research staff are inadequate to support the basic functions of the library in its present situation. These functions include laborious and time-consuming requirements of collections development, international exchange of material and the provision of a comprehensive and prompt information service.

Less than $13,000 or 5% of the budget was allocated for the purchase of books, phonograph records, films, microforms, cassettes, tapes, pictures, photographs, slides, periodicals and newspapers on Jamaica and the Caribbean. This item of expenditure falls under Object 14 of the Budget and spending under this head was totally restricted except with the permission of the Ministry of Finance in July 1976 after less than 4 months of the financial year. In practical terms the library has not been able to acquire important material produced since that time. As much of this material is issued in limited quantities, the loss thus incurred may become permanent and meanwhile definitely impairs the quality of the information services offered to government and other users which are not provided elsewhere.

Only $3,000 was allocated for Conservation which means that a collection, conservatively valued at $15,000,000. and often the only source for certain information, continues to deteriorate and disappear. To date the only immediate prospect for alleviation of the situation rests on negotiations pending with a European commercial firm.

As a matter of interest it may be noted that the proposed budget figures for the approaching financial year which begins 1st April, 1977 do not differ substantially from those shown for 1976/77.

B. Budget Considerations for the National Library

In view of the severe economic crisis facing the government and the country, it is expected that the National Library will start without any major new capital expenditure. Nevertheless the following two provisions are deemed imperative:—

(a) Appointment as head of the National Library of a senior level professional librarian to provide direction along right lines.

(b) Assuming passage of an effective legal deposit law additional staff must be provided to set up and monitor the legal deposit system. It should be noted that legal deposit would make it possible for the National Library to acquire automatically and without cost materials of all kinds issued in Jamaica. However funds must be provided to purchase materials about Jamaica and by Jamaicans issued in other countries as well as Caribbean publications issued in the region and elsewhere.

A source of funds for the library lies in the revenue generating activities already in progress at the West India Reference Library, for example:

- — reproductions from the print and photograph collections
- — subscriptions to the *Jamaican National Bibliography*
- — subscriptions to the index to the *Daily Gleaner*

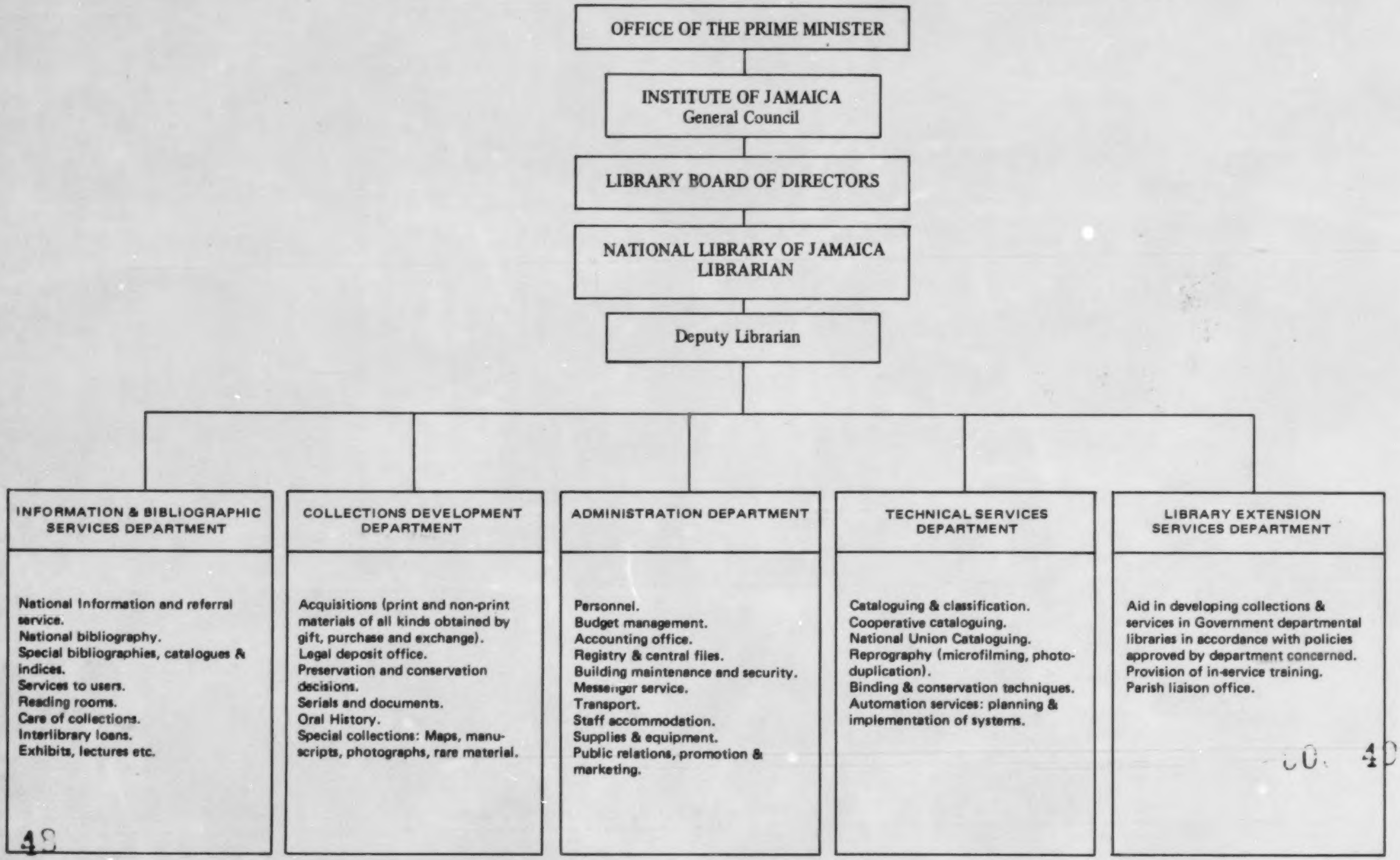
Such activities in 1976/77 produced over $5,500 and could readily be expanded tenfold given the necessary staff and facilities for this purpose. A considerable proportion of such revenue would be productive of vital foreign exchange.

Once the National Library of Jamaica is established as a legal entity it is confidently expected that it will be able to request and receive substantial support from external sources to assist some of its important responsibilities e.g. conservation and preservation of some of its treasures by means of extensive microfilming and lamination processes. Likely sources include UNESCO through its NATIS programme, the OAS, IDRC and CIDA. In this connection it may be noted that a beginning has already been made through the provision by the British Council of a scholarship for a senior staff member of the West India Reference Library to attend the British Council course No. 642 on "A National Library Service" held in Britain in February/March 1977. Further requests are in train for the provision of senior level professional staff, urgently needed microfilming equipment and staff attachments and advanced training overseas.

In conclusion it is clear that the development of the collections and services of the National Library and the contribution it can and should make to the national information system and to the cultural, social and economic development of Jamaica will depend on the pace and amount of the financial resources and staff that can be made available.

Appendix

NATIONAL LIBRARY OF JAMAICA DRAFT ORGANIZATION CHART



OFFICE OF THE PRIME MINISTER

INSTITUTE OF JAMAICA
General Council

LIBRARY BOARD OF DIRECTORS

NATIONAL LIBRARY OF JAMAICA
LIBRARIAN

Deputy Librarian

INFORMATION & BIBLIOGRAPHIC SERVICES DEPARTMENT

National Information and referral service.
National bibliography.
Special bibliographies, catalogues & indices.
Services to users.
Reading rooms.
Care of collections.
Interlibrary loans.
Exhibits, lectures etc.

COLLECTIONS DEVELOPMENT DEPARTMENT

Acquisitions (print and non-print materials of all kinds obtained by gift, purchase and exchange).
Legal deposit office.
Preservation and conservation decisions.
Serials and documents.
Oral History.
Special collections: Maps, manuscripts, photographs, rare material.

ADMINISTRATION DEPARTMENT

Personnel.
Budget management.
Accounting office.
Registry & central files.
Building maintenance and security.
Messenger service.
Transport.
Staff accommodation.
Supplies & equipment.
Public relations, promotion & marketing.

TECHNICAL SERVICES DEPARTMENT

Cataloguing & classification.
Cooperative cataloguing.
National Union Cataloguing.
Reprography (microfilming, photo-duplication).
Binding & conservation techniques.
Automation services: planning & implementation of systems.

LIBRARY EXTENSION SERVICES DEPARTMENT

Aid in developing collections & services in Government departmental libraries in accordance with policies approved by department concerned.
Provision of in-service training.
Parish liaison office.

Report of
Working Party
No. 3

ARCHIVES AND RECORDS MANAGEMENT

I. IMPORTANCE OF A NATIONAL ARCHIVES

It is well established that the proper care of its Archives is an essential activity of any organised country. An efficient national archive system has a basic two-fold concern: the first with administration, the second with research. On the one hand it operates as an essential organ of governmental administration, and on the other it constitutes an indispensable national resource for research.

These dual roles, important everywhere, have special significance in developing countries such as Jamaica. In such countries where economic and social development is to a considerable extent guided and supported by government, much depends on governmental administrative effectiveness. The national archives can substantially enhance this by helping the agencies of government to plan good functional record-keeping systems which are requisite to efficient administration. Moreover they can help maintain continuity of policy and so avoid duplication of costly and time-consuming past effort.

The role of archives as the raw material of historical research is uniquely important, in emergent nations, for a sense of national consciousness and national identity is essential to the vitality and stability of such countries, and this in turn depends very considerably upon the development of a national historical tradition which, especially where the modern era is concerned, is primarily derived from archival sources.

II. ARCHIVES AND THE NATIONAL INFORMATION SYSTEM

Archives inevitably form an essential part of any integrated national information system and a certain amount of co-ordination with the other areas, therefore, is indispensable to ensure the best possible use of the information contained in archives for administrative and research purposes.

This was clearly recognised by the UNESCO-sponsored Inter-governmental Conference on the Planning of National Documentation, Library and Archives Infrastructure (Paris, September 1974) where the need was urged for sound archives and record management systems to ensure the proper preservation and flow of records from their creation as current documents, in public and other agencies, through their retirement, when near-current, to the intermediate Record Centres, until the accession of their permanently valuable core by the national archival institution.

Indeed, the Jamaica Archives has for long functioned as an integral part of such an information system by making its contents and facilities available at all times, primarily to the Government agencies it serves, as well as to private organisations and individuals, both local and overseas. The establishment of a proper Records Management system, discussed below, will increase considerably the important role the Jamaica Archives has to play in a national information system.

III. ARCHIVAL DEVELOPMENTS IN JAMAICA

Jamaica is fortunate in the extent, variety and good administration of its Archives. In a sense the island may be said to have had a species of archive department from as far back as the 1660s with the setting up of the Island Secretary's Office in Spanish Town. As time went on and the machinery of government became more complex, with the inevitable proliferation of records, the need for a unified system and central authority for the conservation of official records became increasingly evident.

The broader authority came in 1879 with the passing of the Records Law by which the old Island Secretary's Office was abolished and the Island Record Office created, the new department inheriting the records and some of the functions of the old. This law, modelled closely on the English Record Office Act of 1838, was never fully implemented and was to prove in time inadequate. As a result, important record collections were left to accumulate and survive as best they might in their respective offices, prey to all the destructive agencies to which records are heir. As the twentieth century dawned this unsatisfactory state of the island's archives began to be remarked by historians and investigators from outside. The transfer in 1936 of the collections of old Supreme Court records (and one or two of lesser importance later) to the Island Record Office was a move in the right direction, but that office was not yet geared to assume its wider archival responsibilities under the Law and there was no trained staff on hand to continue the work.

The really important developments flowed from the acceptance in 1953 of the *Report on the Archives of Jamaica* prepared by Sir Hilary Jenkinson, at that time head of the Public Record Office in London, and an authority on archives, whose survey-visit had been made possible by a Carnegie Corporation grant to the Institute of Jamaica.

Rather than proposing new legislation from the start with the possible attendant delay in getting his scheme going, Jenkinson proposed to build on the existing 1879 Records Law, impressed as he was by its similarity to the 1838 English Records Act — an act, incidentally, whose inadequacy, in the light of developments, was soon to be demonstrated. At the same time he made a number of recommendations for the "extension of the functions and status of the Island Record Office". This was to result in the creation of the Jamaica Archives charged not only with carrying out the neglected aspects of the Records Law, but with wider responsibilities as well, for Jenkinson envisaged from the start a homogeneous system of conservation of the archives of other categories besides those of Central and Local Government — of private individuals and enterprise, of semi-public bodies and of the churches — and made recommendations accordingly.

It was, however, the main recommendation of his *Report*, namely the setting up of an Archives Committee under the chairmanship of the Chief Justice as Keeper of the Records, and the secretaryship of the Government Archivist, and representative in its membership of concerned government agencies and interested cultural institutions, to seek the fullest possible implementation of the measures he proposed, which went a long way towards securing the development of a sound archive system and service for Jamaica and the evolution of the Jamaica Archives as a common-service agency to which all other Government agencies, Central and Local, transmit their permanently valuable records for preservation while turning as well to the department for the guidance and assistance on record-keeping matters they have a right to expect.

Other developments of the first importance included the creation of a record restoration and binding section, a reprographic section, the erection in 1962 of the specially-constructed and designed Repository in Spanish Town, and the recognition of the Jamaica Archives, not only for its primary function as the corporate memory of the government it serves, but also as one of the most important documentary research centres in the area.

IV RECOMMENDATIONS

1. **Archive Legislation.** The very developments outlined above have with time pointed up sharply the need for the enactment of modern archive legislation for the better establishment of the country's national archives. It was perhaps ironical that although Jamaica was one of the first countries of the Commonwealth to set up an archival institution it lags behind most, especially those of Africa, in the matter of modern legislation. Again, although Jamaica has consistently given and continues to give a lead and much practical assistance to most of the Caribbean countries in the archive field, the Bahamas for example, with its recently established archive department, has a good, modern Law.

The legal authority under which the Jamaica Archives operates has had to be widened to meet modern developments by regulations made from time to time — either departmentally or under the Law — respecting such functions as records management, record disposal and retention procedures, search room regulations, reprographic services, et al.

In April 1975 the Government Archives Committee appointed a special sub-committee to look into the matter and prepare proposals for a new archive law. The proposals, approved by the Archives Committee, were presented to the National Council on Libraries, Archives and Documentation Services at its meeting on 11th March, 1976. The National Council fully supports the proposals and a Bill is scheduled to be tabled in Parliament in the 1977/78 programme.

2. A Records Management Programme and Record Centre

In more recent times archival institutions throughout the world have become increasingly concerned with records management. In this the Jamaica Archives has been no exception. However, because of the lack of a record centre and of trained personnel, it has only been possible to operate a simple and basically inadequate system. The need for a vigorous and efficient system is now pressing, not only to ensure the preservation of records of enduring value (both for immediate administrative and later research uses) but to increase governmental efficiency by ensuring the regular, systematic disposal of ephemeral records with the resulting release of costly office storage space and equipment for current records. Such a programme is essential, as already shown, to an integrated national information system.

The Management Services Division of the Ministry of the Public Service is very concerned, especially from its own point of view, to see the setting up of an active records management system and service. It should also be noted that the development of such a programme by the Jamaica Archives would have a multiplier effect since its outreach would include semi-public, ecclesiastical and other institutions as well.

The provision of a record centre, as already mentioned, is an inescapable necessity in any efficient records management programme. This is not the place for a lengthy discussion of the construction and equipment of such a facility except to say that the construction can be, and usually is, very simple and inexpensive, providing it is secure, and its equipment could consist largely of shelving, working surfaces and containers. In fact, suitable accommodation is available at present.

It is difficult to over-emphasise the economies both in space and money which the government would achieve if the non- and near-current records now housed in widely scattered and expensive office accommodation and storage facilities could be transferred to a record centre in a conveniently located but low cost area. The following figures speak for themselves. It is estimated that government office floor space in Jamaica costs as much as $10.00 per square foot. Using standard four-drawer filling cabinets 1 square foot of floor space stores 1 cubic foot of records, so office cost of records storage runs as high as $10.00 per cubic foot. The cost of record centre space could be as low as $4.00 per square foot. Using record centre space 1 square foot of floor space stores 3 cubic feet of records, therefore record centre cost of records storage could run as low as $1.33 per square foot! Again, a four-drawer filing cabinet costs $228.00 (less tax). Such a cabinet will store 8 cubic feet of records at a container cost of $28.50 per cubic foot. Using standard boxes record centre container cost could be as low as 50c per cubic foot!

3. **Document Restoration and Binding.** A great deal of the work and resources of most archival institutions must be directed towards the repair and repair-binding of the records in its custody. The extent of the materials in need of such treatment is, in fact, one of the major problems affecting archive preservation in most Caribbean countries because of the nature of the climate, chiefly, as well as other agencies of destruction particularly associated with the area.

Over the years the Jamaica Archives has built up an excellent document restoration and binding section which has been doing outstanding work in this field. In addition to work on materials in the Archives, the section also repairs and binds for the neighbouring Island Record Office and Registrar General's Department. The volume of work with which the section, as a result, is confronted is overwhelming. The Registrar General estimates, for example, that there are some 1.1 million registration forms in need of attention and that work on this back-log alone, by the existing staff, will take upwards of 21 years to complete!

Accordingly, the Working Party recommends that urgent measures be taken: (a) to increase staff; (b) to secure the equipment for the employment of new repair techniques, and (c) to arrange for the necessary training for appropriate personnel in the use of the equipment.

4. **Reprography.** The Jamaica Archives maintains a reprographic section which offers Photostat, microfilm and conventional 'still' photographic services. It also processes film through all stages. The programme of work includes

stock-job copying, mainly by the microfilm process, of various series of records which are currently attracting the attention of researchers, but which, because of age, neglect or heavy past use have become too fragile for further handling. This form of photocopying is to an extent a valuable substitute for repair in certain circumstances by providing rapidly and at low cost a reference copy to save wear and tear of frequently consulted or particularly precious originals.

Apart from the above, most of the work is done on order from the public and represents a source of revenue. It is particularly in this area that the work of the section would be greatly aided by the provision of a unit for producing positive microfilm from a master negative. The lack of such a facility obliges the department to part with the negative (and sole) copy of the microfilms produced in response to orders from the public. This frequently necessitates the recopying of records which have already been copied, with a resultant waste of time, and materials and the excessive handling of often fragile originals. In addition, the department is unable to build up its own microfilm holdings unless copying work is done specifically for this purpose. Parting with the negative master copy also makes copyright control very difficult.

In the light of the above, an application was made to an international agency for assistance under its regional programme in the three areas: (i) **Records Management**, (ii) **Preservation**, and (iii) **Reprography**. It is hoped that provision will be made for the following assistance, spread over a period of three years:—

(i) **Records Management.** Technical Assistance: 1 specialist to assess record-keeping practices of Government Ministries and other agencies; to revise record-keeping guides and to teach a national course.

Training. A national course for Government registry officers and for an employee of the Jamaica Archives. In-service training for a Jamaica Archives employee to be in charge of Archives-Ministry record co-ordination. In-service training for the Government Archivist.

(ii) **Preservation.** Training Assistance: National course in the use of leaf-casting and lamination equipment, as well as in the techniques of polyester encasement and hand-lamination. In-service training in the same for a member of the staff of the Jamaica Archives repair and binding section at appropriate centres. Equipment: lamination unit and leaf-casting equipment.

(iii) **Reprography.** Equipment: provision of a positive-from-negative microfilm printer.

5. **Record Centre.** The Working Party has been assured that when the specialist has carried out his examination of government record-keeping practices and assessed the space requirements for the initiation of the records management programme, the Office Accommodation branch of the Ministry of the Public Service will be in a position to make available a suitable government building for use as a record centre. The Office Accommodation branch has also undertaken to provide office space for the specialist in Kingston where his work will largely centre.

It was brought to the attention of the Working Party that certain categories of records, notably the medical records produced by hospitals: (a) must be retained for long periods of time even when their current usefulness has passed, and (b) because of their confidentiality will never be transmitted to the Jamaica Archives. The storage of these inactive records poses a serious problem at present and the Working Party recommends that a special, secure area of the record centre be devoted to such records.

6. **Additional Accommodation.** The time has arrived when consideration should be given to the provision of increased accommodation in the form of the addition of another storey to the existing Archive Repository in Spanish Town which is so designed that it will take two more floors. An additional storey would be devoted primarily to the storage of records, the flow of which will increase considerably with the institution of a proper records management programme, but consideration should be given also to the provision of a special store and consultation section for cartographic materials, a special store for microfilms, and a committee/lecture room — important facilities which the original building budget could not accommodate.

It is estimated that an additional storey will cost some $157,000.00 and the Working Party recommends this development as a medium-term measure. The addition of a fourth floor is recommended as a long-term measure, unless it is decided that a significant saving would be achieved by the erection of the two additional floors at the same time.

7. **Staffing.** The Jamaica Archives has suffered over the years from a heavy turn-over of staff, and there has seldom if ever been a period, however brief, when all posts (other than those in the technical sections) have been filled at any given time. The department has lost staff, both technical and professional, to local institutions, as well as to institutions in the U.S.A., the U.K. and Canada.

Although this is not unusual in institutions of the kind, it is accepted that a contributing factor is that in general the grading of posts in the Archives is not appropriate in the light of the qualifications demanded of recruits, the nature of the work and responsibilities attaching.

The ministry concerned is aware of the situation and is at present instituting a complete examination of the staff structure and grading with the object of making realistic adjustments and improvements, and this Working Party urges the carrying out of this exercise as a matter of the utmost priority. It also recommends the creation of a post of Deputy Archivist.

While the filling of the vacant posts at present existing in the professional and administrative grades would go a far way to satisfying the pressing immediate needs, the Working Party feels that an officer of senior grade will be required to work with and succeed the overseas records management specialist. The recruitment of such an officer is an urgent short-term need.

The Working Party also strongly recommends as a short-term measure the strengthening of the staff of the restoration and binding section in accordance with recommendations prepared some time ago by the Government Archivist and at present before the responsible ministry.

8. **Training.** Training at the Jamaica Archives for the professional staff has so far been, and must for the present, continue to be obtained overseas. On this head, however, the Working Party recommends continued dialogue with the Department of Library Studies of the U.W.I.

Training for the sub-professional staff has traditionally been provided in-service, in spite of the additional strain this places on qualified personnel. In this connection the Working Party feels that the proposed Civil Service Training

College, as well as the training programmes conducted by the Ministry of the Public Service might prove useful.

Most officers recruited for the restoration and binding section are experienced binders, but instruction in document repair techniques and the special canons governing archive-binding is obtained in-service, although the Foreman Binder/Repairer was enabled by means of a government scholarship to get advanced training in the United Kingdom. Also, as shown, provision will be made under the international agency's assistance programme for the training in the U.S.A. of a member of the staff of the section in the new repair techniques to be introduced. One post of Apprentice Binder on the establishment makes possible the complete training in-service of a limited number of recruits.

Report of
Working Party
No. 4

PUBLIC, SCHOOL AND TEACHERS' COLLEGE LIBRARIES

I. METHODOLOGY

At the first meeting of the Working Party on Public and School Libraries, three Sub-committees were set up to consider the library services in Public, School and Teachers' College Libraries with regard to the existing situation, proposed plans for development and recommendations for action in the context of the national information system.

Persons who found it possible to serve on the Sub-committees are as follows:

1. **Public Libraries**

Miss Leila Thomas
Mr. Norman Brammer
Mrs. Delphine Cupidon
Mrs. Hazel Bennett
Mr. C. L. Stuart
Mrs. Gloria Hamilton
Miss Norma Kelly
Mr. Middleton Marsh

2. **School Libraries**

Dr. Inez Carnegie
Miss Gwendolyn Pottinger
Mrs. Elecia Jones
Sister Tarcisia
Mrs. Joan Hay
Mrs. Gloria Hemmings

3. **Teachers' College Libraries**

Dr. Errol Miller
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Mr. Simon Clarke
Mrs. Amy Robertson
Miss Ruth Henry

II. INTRODUCTION

1. Public and Schools Library Services

Papers on the Public Library System and the Schools Library Service, organised and operated by the Jamaica Library Service, were studied by the Working Party and the appropriate Sub-Committees. (See Appendix I — The Jamaica Library Service, II — The Schools Library Service, III — Development of Libraries in Teachers' Training Colleges.)

(a) The Public Library Service serves over 1,000,000 adults and children through its Adult, Junior and School Services at 443 service points and 876 schools. The development and maintenance of the service is a major responsibility of the Ministry of Education not only because of its numerical impact on the schools and the whole society, but because of the intrinsic importance of its educational work.

(b) In the schools, the development of the library is transforming education from the old narrow, text-book centred concentration on rote-learning to a broad, exciting quest for knowledge and the joy of discovery. This new critical and open-minded outlook in children is an essential prerequisite for our new democratic living and national development.

(c) The library is one of the most effective instruments for fostering continuing education through life — preventing our school leavers from lapsing back into illiteracy, and offering to all citizens, young and old, the continuous opportunity of self-improvement, and of retraining themselves to meet the new challenges of our changing environment.

(d) And above all, the Library in the community, urban and rural, provides for the dissemination of information and the intellectual stimulus which is vital to our growth as a nation.

The Committee also recognises the responsibility of the Ministry of Education for the provision and development of Public and School Libraries and supports the view that under the Education Act of 1965, the Minister of Education is empowered:—

(a) to promote the education of the people of Jamaica and the progressive development of institutions devoted to that purpose;

(b) to frame an educational policy designed to provide a varied and comprehensive educational service in Jamaica.

Clause 4 (1) (e) states specifically that it falls within the legal powers of the Minister "to provide or assist in providing such facilities as he may think fit for further education" while Clause 7 (c) (iii) defines further education, to include "leisure time occupation in organised cultural training and recreative activities."

(a) This responsibility is implemented in practice by the appointment by the Minister of Education of the Jamaica Library Board, charged with full power to promote and administer the Island Library Service.

(b) In furtherance of this responsibility of the Minister of Education for this service the funding of the Island Library Service is provided by the Government under the vote of the Ministry of Education.

(c) The Library Service in the past has owed much of its success to its central control of policy and decentralization of operations. The Ministry of Education through the Island Library Board has always provided the service and retained control of policy and selection of books. The provision of buildings and personnel at the local level has been the shared responsibility of the Ministry of Local Government and the Ministry of Education. This shared responsibility for operations promotes local participation and ensures local support and attention at the parish level.

2. High School Libraries

(a) In addition to the 808 primary and all-age schools as well as 68 new secondary schools serviced by the Jamaica Library Service, there are 42 high schools for which the Jamaica Library Service is not responsible.

(b) The island has some fifty grant-aided secondary schools with just over 50 % providing independent library rooms and eleven supervised by qualified or trained library personnel. The government has now decided to make a grant of J$3.00 per student for the secondary school libraries, and the lack of a regular and adequate supply of books remains the greatest obstacle to their progress. However, there are some good school libraries, and others are in the process of improving their present facilities.

(c) The Committee took note of the fact that it is not uncommon to find a School Librarian having too many teaching periods and consequently the library is locked for several hours per week. Furthermore, teaching of library skills as well as use of the library is curtailed and teachers with no library training have the task of running the school library.

(d) Each High School Librarian purchases small amounts of materials from time to time. If bulk buying and distribution of library supplies is done by a central purchasing agency, there would be savings in cost and time to all schools involved.

(e) There is no post of Librarian for High Schools in the estimates of the Ministry of Education.

(f) In a library in which there is no established post for a librarian, no one can be certain that a professional librarian will receive pension benefits on retirement.

(g) A designated room for library purposes was missing in most primary schools, consequently books were stored in boxes, in the Principal's office, in storerooms and were not generally accessible to the children.

(h) Library rooms have been included in some school buildings, but neither shelving nor furniture was provided and the rooms are eventually converted into classrooms. The library is the first place to be sacrificed when additional space is needed.

(i) In some of the new secondary schools the library room is being reduced in size in order to provide offices for the Guidance Counsellor or the Vice-Principal of the School.

There was therefore the need for correlation between Principals and School Librarians and a better understanding of the purpose of the library in the school.

(j) Although the *School Library Standards* prepared by the Jamaica Library Association were generally accepted by the Ministry of Education as far back as 1972, there has been an undue delay in implementing them. There have been some improvements, however, as there is now consultation between the Ministry of Education and the Schools Library Service in respect of shelving and furniture for libraries in new school buildings.

(k) The difference in salary scales for School Librarians and failure to provide a place in the staff salary structure were areas of concern. There should be comparable salary scales for School Librarians throughout the Education System in order to attract and retain the right calibre of personnel.

(l) In addition to providing books and periodicals, the school library should be developed into a Learning Resource Centre. This would mean the provision of audio-visual equipment and an index of all (learning resource) materials available in the school, which could be utilised by the Learning Resource Centre.

3. Teachers' Colleges
Present Situation

The present situation in Teachers' Colleges in that the existing libraries are totally inadequate to serve the needs of the work being done in these institutions. Consequently, to contemplate significant upgrading of the Teachers' Colleges without thinking of major improvements to the present library operations would be ineffective.

In looking at standards in different countries laid down for Teachers' Colleges, and even our own standards being developed, the current operations fall way below them, e.g. the School of Education, University of the West Indies recommends 60 books per student as the basis for stocking the library. Mico has approximately 1,000 students and a library with about 13,000 volumes instead of 60,000 volumes as would be required by the standard. Similarly, Shortwood, with over 600 students has a library with 12,000 volumes instead of 36,000. Again, it is recommended that the minimum seating accommodation in any College library should be 20 per cent of the student population. In no circumstances should the seating accommodation be below this figure. St. Joseph's, a college with 450 students, has seating accommodation for 60. Shortwood has seating accommodation for 120 and Mico has seating accommodation for 78.

When it comes to the question of personnel to man the libraries, all the Colleges are in the same position in not having sufficient numbers of qualified persons to take care of the operations.

It is unnecessary to multiply words to describe the situation. The plain facts are that both with respect to physical facilities, books and personnel, the Teachers' Colleges are in need of significant upgrading of their library accommodation and operations.

Other Considerations

There are at least three other considerations which call for the reviewing of the nature and operations of Teachers' College libraries:

(a) **Special Interests**

Teachers' Colleges have begun to undertake new responsibilities that are essential as the country attempts to cope with the various educational needs of the school population. For example, Church Teachers' College took on the responsibility of including Guidance and Counselling as part of the training for Secondary Teachers. Again, Mico recently assumed the responsibility to prepare teachers for Special Education, that is, teachers of students who need special attention because of some disability or handicap. For the foreseeable future, at least, those Colleges will be the ones that must develop these special areas. These responsibilities automatically require that those Colleges develop in their libraries special sections and collections dealing with the respective subjects. Other special interest areas will arise from time to time, probably with other colleges taking on the responsibilities. It is therefore imperative that consideration be given to the ways in which the libraries can be expanded and developed so that these special interest areas are integrated into the library operations.

(b) **Integration of the College Library with the Public Information System**

The pattern of teacher training in Jamaican colleges is that the first two years are college based and the third year is school based. This third year should not be confused with the internship which preceded it, since a great deal more instruction is given now by the colleges than was the case with the internship programme.

In this regard, the Colleges are hampered by the fact that students are located outside of the College campus but must do assignments and readings on various subjects.

(c) Relationship to the Teaching Community

Teachers' Colleges in Jamaica are zoned in terms of their Third Year programme to certain geographical areas. With the construction of the College in Portland, every area in the island will have a Teachers' College in close proximity.

This means that the Teachers' College library and the Teachers' College itself can become a resource centre for the teachers in that given geographical location. In other words, in the future the Teachers' College must look beyond its campus and immediate student body for the services that it will provide and perform for the teaching profession. One of those services is a reference service whereby teachers who meet upon particular problems or wish to check particular aspects of education, or any aspect of information that would not normally be available in a public library would seek to obtain that information from the Teachers' College library in the immediate vicinity. Consideration, therefore, must be given to the mechanisms and also the provisions that must be made if the Teachers' College is to perform these functions.

4. Manpower needs

A. General Comments

(a) Manpower planning is crucial to the effectiveness of any information system, particularly that of a national system.

(b) Continuing surveys and regular assessments of manpower needs should be an integral feature of the information plan.

(c) Common core courses of education and training should as far as possible be designed for librarians, archivists and information scientists since all are concerned with facilitating access to, and providing information for those who need it. This would help to solve practical problems affecting all three groups.

(d) There is need for greater mobility and for continuing education for the various levels of staff in the information systems.

(e) The salary structure of librarians in educational institutions should be rationalised as this would have a positive effect on the recruitment and retention of suitably qualified library personnel.

(f) The present annual output of graduates from the Department of Library Studies, University of the West Indies, is not meeting the present demand for qualified personnel. A vigorous programme to attract new recruits to the profession should be undertaken by the Jamaica Library Association.

B. The Public Library Service

The manpower needs of the Public Library Service and the Schools Library Service were discussed. The expenditure by the Public Library Service and the Schools Library Service, in relation to staff, material and services and their obvious implications were noted:

	Salaries	**Materials**	**Services**
Jamaica Library Service Headquarters	39.5%	49.9%	10.5%
Schools Library Service	16.3%	68.7%	14.8%
Parish Libraries	65% - 87%		14% -37%

(a) **Jamaica Library Service Headquarters and the Schools Library Service**

The Headquarters of the public library system services, supervises and co-ordinates the island network of 443 service points. The rapid development of the service points in the 13 Parish Libraries has increased the workload and responsibilities of the Headquarters staff which has not increased correspondingly. It should be noted that the Book Fund rose from $127,136 in 1970/71 to $459,145 in 1975/76 — an increase of 261%. On the other hand the establishment increased from 73 to 88 — an increase of 20.54% during the same period. Of the 15 new staff, 4 were professional 2 senior administrative staff, and 9 various categories of support staff. The Book Fund for the Schools Library Service increased from $40,390 in 1970/71 to $364,272 in 1974/75, an increase of 802.13%. At the same time, the staff increased from 45 to 50 — an increase of only 11%. The need for additional staff — professional and non-professional — is urgent if the Schools are to be properly serviced and accumulation of back-logs prevented.

(b) To improve the immediate situation a total of 59 members of staff is required by the Jamaica Library Service Headquarters and the Schools Library Service in the next five years as follows:—

	Jamaica Library Service	**Schools Library Service**
Professional	7	7
Library Assistants, Accounting, Secretarial and Clerical	22	9
Processing Staff	8	6
	37	22

Provision to meet further expansion in the work load as a result of any increase in the book vote is contained in the recommendation that for every additional $100.00 provided for books there should be a corresponding provision of 6% to meet attendant expenses. While this is exceedingly low for both staff and supplies, it is the only basis on which agreement is likely to be reached at present.

Parish Libraries

Based on the minimum standards of one qualified Librarian for every 3,0[illegible] readers, the 13 Parish Libraries require a total of 41 Librarians for their existing services. The shortage [illegible] librarians is posing a serious problem, as t[illegible] such vacancies on the staff of Parish Librari[illegible] short fall of 41 mentioned above.

Future Needs

It is difficult to make any useful forecast of manpower needs on a long term basis, as contributing factors such as national policies, economic and social considerations, technological advances, developments in organisational structures to meet new or changing needs will affect any such predictions. However, as re-adjustments to meet changing goals and new situations must be carried out from time to time, the present forecast should not be considered as an inflexible commitment. Based on the present pattern of growth in membership, a projected 50 additional qualified librarians will be required for the existing service within the next 10 years, and a conservative 60 if the proposals for further developments are implemented.

III. RECOMMENDATIONS

General assumption underlying recommendations

(a) The importance of public and school libraries is not likely to be reduced now or in the foreseeable future. Educational advancement and the complex needs of the society will increase the importance of public and school libraries.

(b) Books will remain as the principal library material for at least the next 20 years, although audio-visual materials are gaining increasing importance.

(c) The population to be served by both the public and school libraries is projected to be approximately 2½ million in the next 20 years.

(d) Any future development of these services must take into account existing services, their current adequacy and the developments to be projected in order to meet the changing needs of the society.

(c) The standards and recommendations contained in this report will be subject to periodic review with respect to changing conditions, needs and trends.

1. General

Short Term — 1977/79

(a) That the Ministry of Education continues to support the overall operations of the Jamaica Library Service and encourages and fosters the central control of policy and decentralization of operations involving local support and attention at the parish level as is in keeping with progressive educational developments throughout the world.

(b) That the Ministry of Education recognizes the necessity of preserving a co-ordinated Library Service in overall education. It is necessary to provide and maintain a permanent organic link between the Jamaica Library Service and the Ministry of Education. In view of the obvious growth and development of the Library Service to serve general education and community needs it is clear that the increasing number and complexity of the problems on an island-wide scale makes it necessary for the Director of the Jamaica Library Service to sit on the Executive Committee of the Ministry of Education and for the appointment of a Senior Officer whose major responsibilities will be —

(i) to maintain liaison between the Jamaica Library Service and the Ministry of Education;

(ii) To advise the Minister on development plans and their budgetary implications, and

(iii) to provide an efficient and speedy method of dealing with all other matters necessitating decision from the Ministry.

It is also recommended that a Senior Officer be appointed by the Ministry of Local Government to liaise with the Jamaica Library Service on all library matters for which they are responsible.

(c) That the National Council on Libraries, Archives and Documentation Services request the Ministry of Education, the School of Education and the Department of Library Studies, University of the West Indies, to conduct a survey to determine the extent to which the provision or lack of provision of School Library resources correlates with the academic achievements of students as measured by examination results.

(d) That the staffing schedules of the Jamaica Library Service and the Schools Library Service be restructured in view of the rapid expansion and increasing responsibilities over the past 15 years.

(e) That the use by other libraries of microfilm facilities at the University of the West Indies, the Institute of Jamaica and the Jamaica Archives, should be explored.

(f) That as a matter of urgency all libraries should adopt International Standard Bibliographic Description (ISBD) in order to ensure compatibility of all services for joint bibliographical efforts e.g. a National Union Catalogue.

(g) That all agencies of Government be asked to intensify their writing and media programmes at the "grass-roots" level, these materials to be available to public libraries in much greater numbers than is now the case.

(h) That the Government be requested to provide on an annual basis a compendium of all Government Ministries, Statutory Bodies, Commissions, Overseas High Commissions, Embassies and Consulates listing officers and their areas of responsibilities.

(i) That user education be intensified by all the Agencies offering Library Services.

2. Public Libraries — Facilities and Services

Short Term

(a) That the traditional involvement of the local community in the activities of the Jamaica Library Service be maintained and strengthened.

(b) That provision be made in recurrent budgets for specialized material for large numbers of new literates which must be integrated in the public libraries throughout the island.

Medium Term

(c) That the present book supply be substantially improved in all public libraries to bring the overall ratio of books to readers to 2:1 in the first instance. The desirable goal is 3 books per reader.

(d) (i) That the physical accommodation for Parish and Branch Libraries throughout the island be improved to provide for the growing population and increased use throughout the island of these facilities by the public, noting the special needs of the Metropolitan Kingston area.

(ii) That library facilities be provided as part of the infrastructure of all medium and large Government housing schemes on a co-operative basis between the Ministries of Housing and Local Government. Financing should be on a similar basis as that for householders.

(e) That the present limited service offered by Jamaica Library Service to hospitals, correctional institutions and the handicapped be further developed, bearing in mind the special needs of the handicapped, such as architectural design and training for specialised staff.

(f) That the nucleus and services already provided by the Jamaica Library Service and the Cultural Arts Centre be developed into a Cultural Arts Library at the Kingston and St. Andrew Parish Library in conjunction with the Cultural Centre.

Long Term

(g) That a Commerical and Technical Library be provided in the Corporate Area. Participation of the Private Sector in this project is recommended.

3. School Libraries — Facilities and Services

Short Term

(a) That increased support for the remedial reading programmes in all types of schools should be given to all students who are in need of this skill.

Medium Term

(b) That the Schools Library Service be expanded to incorporate all Secondary Institutions and that its budget be increased accordingly.

(c) That suitable physical facilities be available in every school, i.e. a library room suitably equipped, in all new Schools and in extensions to existing ones.

(d) That provision be made for replacements for bookmobiles now in operation for 10 years in the Schools Library Service and the frequency of book supplies to primary schools be improved through the use of additional bookmobiles.

(e) That the book supply to every Primary School be improved by increased grants to the Schools Library Service in order to raise the ratio from 1.7 to 2 books per pupil as an interim measure: as early as possible, the ratio should be raised to 3 books per pupil.

(f) That a film or film strips on library use and library skills be produced for use throughout schools and colleges.

(g) The School Library in addition to performing the vital work of encouraging reading and meeting the needs of curriculum development programmes should also serve as a centre for instructional material, literature for children and young people, films, recordings, and the newer media developed to aid learning.

(h) That the Publications Unit of the Ministry of Education should be the co-ordinating agency for all material produced locally and suitable for use in schools. The Publications Unit should issue annotated lists of these publications. This would serve a secondary purpose in producing information on locally published material to overseas education authorities seeking suitable material for immigrant children.

(i) That agencies in the community, such as Citizens' Associations, Parent/Teachers' Associations, Old Students' Associations, Library Committees and Teachers' Associations be mobilized to assist in the development of School Libraries.

4. Teachers' Colleges — Physical Facilities, Materials and Services

(a) That all new buildings should have the following basic provisions:

(i) Secure facilities for housing the library's resources.

(ii) Sufficient space for their administrative staff.

(iii) Comfortable quarters and furnishings for utilization by students and teachers, all integrated into a functional and aesthetic whole.

The college library building should represent a conscious planning effort involving the librarian, the college administration and the architect. It should accommodate not less than 20% of the student population with provision for expansion to accommodate 40%.

(b) That the College library should establish and maintain a range and quality of services that will promote the academic programme of the institution and encourage optimum library use.

(c) Traditional "book libraries" be developed into multi-media resource centres with facilities for independent study.

(d) Schools "practice" collections be upgraded and organized as a vital part of the student teachers' resources.

(e) That the Ministry of Education make available to Teachers' College Libraries all relevant publications produced by that Ministry in order to keep teachers, students and the administration informed of educational developments in the island.

(f) That priority attention be given to the integration and planned use of non-print media owned by the College in order to avoid duplication and unnecessary expenditure.

(g) That the library budget be related to the total institutional budget for educational and general purposes. The amount allocated to the library should be specifically stated.

(h) That the *Standards for College Libraries* being prepared by the Jamaica Library Association be used as guidelines for upgrading these libraries.

5. Integration of the Public and Schools Library Services into the National Information System

Medium Term

(a) That the Schools Library Service should be expanded to integrate all government-supported schools into one unified system. This would make possible the centralized purchasing, processing and cataloguing of material. This would effect important economies in these processes and free the librarians to concentrate on the provision of services to teachers and students. This does not include recognized Basic Schools which would have to be serviced on a long term basis. The possibility of extending library services to recognized independent schools on a contract basis should be explored.

(b) That a National Audio-Visual Media Library be established. A catalogue of its acquisitions as well as lending and maintenance services should be available.

(c) That the limited, unofficial Referral Service which exists between libraries be properly organized and co-ordinated into a National Referral Service. This service should be made up of a number of sub-systems, Libraries of the University of the West Indies, Institute of Social and Economic Research, Institute of Jamaica, Jamaica Library Service and other libraries.

(d) That as an initial step in co-operation among libraries regular lists of current acquisitions should be provided by all libraries. Since distribution on a wide scale would be costly, it is recommended that distribution be confined to designated regional centres.

(e) That Teachers' College Libraries be linked with the Public Library Service in such a way that teachers and interns assigned to the rural areas will have easy access to material in their college libraries through the Parish or Branch Libraries in their areas. Since the general pattern is to place third year students in more or less the same geographical area each year, the possibility also exists that the Branch Libraries in these areas should develop a collection which could assist the third year students with their College courses.

6. Manpower

Public Library Service

Short Term

(a) That urgent attention be given to proposals of the Jamaica Library Service for restructuring the staff ing schedules of the Jamaica Library Service and the Schools Library Service in keeping with the rapid expansion of the Services and the increased responsibilities over the past 15 years.

Medium Term

(b) That the present needs of the Jamaica Library Service Headquarters and the Schools Library Service for additional staff be met by annual increases over a 5 year period as already indicated.

(c) That the present staff development programme for the para-professional, administrative and clerical staff and the continuing education programme for professional librarians be accelerated in order to improve the quality of the staff required to administer the service.

The programme should provide:

(i) Intensive in-service training courses for approximately 200 intermediate library staff, the objective being to produce personnel with technical and clerical skills for non-professional tasks in libraries. This programme should be undertaken by an existing community college which will provide continuity.

(ii) Training for unqualified staff at the Department of Library Studies, University of the West Indies. This is a three year course leading to the B.A. (Librarianship).

(iii) Advanced training for qualified staff at the University of the West Indies or at Universities overseas, depending on their areas of specialization.

(iv) Special training for staff in specialist areas e.g. management, service to the blind.

(d) That the employees of the Jamaica Library Service and the Schools Library Service be afforded pension rights equal to those employed as public servants in Central and Local Government. The existing Provident Fund Scheme is unsatisfactory, and does not cover all staff on the present establishment, as new posts have not been included in the schedule since 1968, despite numerous representations.

School Libraries

Medium Term

(a) That all High School Libraries be administered by qualified librarians as professional expertise is of paramount importance if the library is to be an effective teaching/learning instrument.

(b) That adequate staffing be provided to permit the School library to be manned by professional staff at all times.

(c) That the staffing of School libraries be based on the recommendations of the *School Library Standards* prepared by the Jamaica Library Association. As an interim measure the following is recommended:

(i) Intensive short courses for teachers selected to be in charge of school libraries. The Jamaica Library Service, in association with the Jamaica Library Association, should be responsible for organising these courses. This is in addition to the annual seminars conducted by the Jamaica Library Service.

(ii) Follow-up courses organised by the Department of Library Studies, UWI, e.g. Summer Schools. This core of teachers with basic library training would service the libraries in Primary and the New Secondary Schools until such time as they can be staffed by professional librarians.

(d) That a post of Librarian be established in all High

Schools and that this post be not included in the staff-pupil ratio.

(e) That the salary scales for librarians (School, Public and Government) be compatible with responsibilities, experience and qualifications.

(f) That there be compatibility of scales for school librarians throughout the Education System in order to attract and retain the right calibre of school librarians.

(g) That the teachers' classroom responsibilities should not encroach on the work of the library as both are vital to the learning process.

(h) That the Ministry of Education award study grants to teachers interested in pursuing studies in librarianship at the Department of Library Studies, UWI, on the following basis:—

  (i) The one-year course leading to the Diploma in Librarianship for graduates.

  (ii) The three-year course leading to the B.A. (Lib.) for non-graduates.

SOURCE DOCUMENTS FOR JAMAICA LIBRARY SERVICE AND SCHOOLS LIBRARY SERVICE DEVELOPMENT PLANS

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Appendix I

THE JAMAICA LIBRARY SERVICE

THE JAMAICA LIBRARY SERVICE

The Jamaica Library Service provides under the Ministry of Education

(A) A free Public Library Service

(B) A Schools Library Service

A. The Public Library Service

1. Aim

The basic objective of the Public Library Service is the promotion and diffusion of knowledge and information by acquiring, servicing and making available to the community carefully selected books and other material.

2. **Establishment** — The British Council and the Jamaican Government were jointly responsible for the establishment of the Service. Since 1960 it has been wholly financed by the Jamaican Government and from as early as 1955, operated entirely by local staff. The Service is administered at two levels, through a central Library Board and local Library Committees in each Parish.

(i) **The Jamaica Library Board** is the central statutory Body responsible for the Island policy and the management and control of a coordinated Library Service. The Board consists of nine (9) persons appointed by the Minister of Education, who also appoints the Chairman of the Board. Members of the Board may be appointed for a period not exceeding three (3) years and are eligible for re-appointment.

The duties of the Board are to establish, maintain, manage, control and operate the Library Service.

(ii) **Parish Library Committees** — Each Committee consists of ten (10) members of whom five (5) are appointed by the Board, three (3) by the Parish Council. The Parish Library Committee has the power to co-opt not more than two (2) other members.

Members of Parish Library Committees may be appointed for a period not exceeding three (3) years, and are eligible for re-appointment. The duties of these Committees are to maintain, manage, and operate the Library Service in the Parish subject to regulations made by the Board.

3. Financial Provision

The financing of the Service is the joint effort of Central and Local Government.

(i) The Ministry of Education provides funds for:—

(a) Purchasing the entire book-stock including periodicals.

(b) Maintaining and rebinding the book-stock

(c) Purchasing certain types of stationery and equipment

(d) The running expenses of the Headquarters and the Schools Library Service

(e) The payment of salaries of the staff of Headquarters and the Schools Library Service including the Senior supervisory staff in the Regions.

(f) Three-quarters of the cost of new buildings or extension to existing library buildings.

(g) Training

(ii) The Ministry of Local Government through Parish Councils provides funds for:—

(a) The maintenance of all Service Points in the Parish

(b) The salaries of staff to operate the Services to the Parish

(c) The purchase of furniture, equipment and those items of stationery not provided by the central Headquarters.

(d) The maintenance of transport units to assist with the servicing of service points.

(e) The site and in addition one- quarter of the cost of new buildings or extensions to existing buildings.

4. The Organisation of the Service

It is essential that a Library unit should be large enough in population and resources to make effective service possible, hence it was decided to treat the entire island of Jamaica as one unit. The Service is organised with the Administrative Headquarters in Kingston and a network of service points scattered throughout the island. At present there are 443 service points:—

13 Parish Libraries
(with a book-stock ranging from 12,500-44,000 books)

145 Branch Libraries
(with a book-stock ranging from 2,000-17,000 books)

238 Bookmobile stops
(7 Bookmobiles each with a stock of 2,000 books)

47 Book Centres
(with a book-stock ranging from 400-1,500 books)

(i) **The Regional System**

In 1964 the rapid growth of the Service necessitated the decentralisation of certain administrative functions. The island was therefore divided into four (4) Regions of three (3) or four (4) Parishes each. The largest and most developed Library in each Region was designated the Regional Headquarters. The Principal Librarian in the Region is directly responsible for the Regional Library and also supervises the service in the other Parishes.

The Regional divisions are as follows:—

Region I

Kingston & St. Andrew (Regional Library)
St. Catherine
St. Thomas

Region II

St. James (Regional Library)
Hanover
Trelawny
Westmoreland

Region III

Manchester (Regional Library)
Clarendon
St. Elizabeth

Region IV

St. Ann (Regional Library)
Portland
St. Mary

(ii) **Headquarters**

(a) The central Headquarters is responsible for co-ordinating the work of the island service
(b) the overall staff training programme
(c) the supply of some types of stationery and equipment to the Parishes
(d) collection and analysis of statistical data on the Service
(e) publications
(f) major exhibitions
(g) the centralised selection, purchasing, processing, cataloguing of books and periodicals.

A Union Catalogue of the total book stock is maintained at Headquarters, and a central inter-library loan and research service is also operated from there.

(iii) **Parish Libraries** are established in the capital of each Parish. Each is responsible for the distribution of books to service points within the Parish through (a) a free postage service and (b) the establishment of **Branch Libraries, Book Centres** and **Bookmobile Service Points.** All Parish Libraries operate full-time and part-time services in rural communities. Full-time Branch Libraries operate for a minimum of 54 hours and part-time Branches for 30-49 hours per week. There are also Book Centres opening for 4-10 hours each week and manned by voluntary workers.

Services offered are as follows:

(1) Books and periodicals for Home Reading to adults and children
(2) Reference, Research and Information Service
(3) A Book Reservation Service
(4) A Book Request Service
(5) An Inter-Library Loan Service
    (a) Within the island
    (b) From overseas.
(6) Special collections:— e.g.
    West Indian literature, Drama, African books, books in Foreign Languages — French, Spanish and German
(7) A Current Awareness service
(8) A Referral service
(9) Books for special readers eg. new adults, visually handicapped and new literates.
(10) Special collections for courses, summer schools, seminars and conferences.
(11) Professional and technical advice to other organisations.
(12) Publications: bibliographies, reading lists, newsletters and children's magazines

Other Activities

All Parish Libraries take part in promoting a large variety of activities in order to encourage the reading habit and stimulate interest in special subjects.
These include:—

(1) Lectures, Book Discussions and Debates
(2) Book Displays
(3) Exhibitions
(4) Children's Programmes — e.g. Story Hours, Art Hobby groups, Spanish Clubs, Drama and Special Summer Programmes

In addition library staff is fully involved in community, cultural and educational activities:— e.g. the Literacy Programme, National Savings Programme, 4H Clubs, Citizens' Associations etc.

5. Books and Reading

At March 31, 1976 the total island bookstock was 1,014,234 books of which 536,514 books were for adults and 477,420 for children.

There were 513,064 registered readers — 218,451 adults and 294,613 children. This number does not include the many thousands who make use of the library in their search for information or those who read the books borrowed by relatives and friends or, still others who read the newspapers and periodicals in the Libraries' reading rooms.

The stock of 1,014,234 books is insufficient to meet the needs of the 513,064 registered readers. In consequence the circulation rate is much higher than is desirable and this results in the rapid deterioration of the bookstock. Each year approximately 7% of the book stock requires rebinding and 8% replacement. **During 1975/76, 2,480,529 books were circulated throughout the island.**

This figure does not include books circulated to students in Primary and the new Secondary Schools. The circulation rate of books per reader was 4.8:1, while book provision was 1.98:1

6. Staff

There are 944 paid employees and 31 voluntary workers engaged in the promotion of the Library Service. Of these 52 are qualified Librarians. Volunteers assist in running Book Centres, whilst Headquarters, the Parish and Branch Libraries have paid employees.

The ratio of qualified staff to readers is at present 1: 9,886.

Training

Librarians now receive initial formal professional training at the Department of Library Studies, University of the West Indies.

Wherever possible, scholarships are provided to enable qualified Librarians to gain experience through attachment to well established Library Systems overseas and to attend special professional courses and conferences. So far 80 Librarians have been trained by the Jamaica Library Service and two (2) persons are now undergoing training. Of this number 29 are now employed in other Libraries in Jamaica. Eight (8) others have participated in a one year internship programme in Libraries in Canada and the United States. There is also an organised programme of Inservice Training at all levels, and staff are encouraged to attend courses and classes to acquire additional qualifications and improve their skills.

7. **Building Programme**

(i) **Main Libraries**

Most Libraries were originally housed in rented premises, but gradually as the Service expanded, it became increasingly difficult to find suitable buildings to house them adequately. The Service was therefore forced to embark on a building programme, and at present all 13 Parish Libraries are housed in buildings specially designed to meet the functional need of a library. Today, all the earlier buildings are proving inadequate because of the accelerated pace of development. Consequently, the Service has had to formulate a programme for extending these buildings to meet the growing needs of the community. Five (5) Parish Library buildings were extended between the years 1962 and 1976.

(ii) **Branch Libraries**

Expansion in the more rural areas has been seriously hampered by the absence, in some areas, of accommodation for Branch Libraries and Book Centres, and in others, by the inability of the Service to pay the high rental requested. Attempts have therefore been made to erect Branch Library buildings. So far the efforts by Parish Councils, Library Committees and public spirited citizens have resulted in the completion of eleven (11) such buildings.

Summary of Building programme to date:—

(a) No. of Parish Libraries built - 13 (one in each parish Capital)

(b) No. of Parish Library Buildings extended - 5 (St. James, St. Thomas, Kingston & St. Andrew, Portland and St. Ann).

(c) No. of Branch Libraries Built - 11

(i) **Branches built by Parish Council funds** - 2
Port Royal
Green Island

(ii) **Branches donated** - 3
Clare McWhinnie (Race Course)
Highgate
Oracabessa

(iii) **Branches built with community input** - 7
Santa Cruz
Brown's Town
Elderslie
(Labour Day Project)
Christiana
Porus
Spaldings
Old Harbour (still under construction)

N.B. All other branches are housed in rented premises.

Public Involvement in Library Development Programme

(a) Fund raising activities (9 Branch Committees engaged in fund raising activities)

(b) Donation of sites (10 sites donated)

(c) Donation of Bookmobile (1 by Alpart).

HIGHLIGHTS OF ACHIEVEMENT

1. **Better Island Coverage:**

The 443 public libraries which now serve the Island show an increase of 195 over the 284 that existed on the 31st March, 1967. The service points have not only increased in number but there has been considerable improvement in the size of most libraries and the quality of the service offered to the public.

The inauguration of a Bookmobile Service:—

A bookmobile Service to downtown Kingston was inaugurated in December 1958. The rural Bookmobile Service began in 1964 with the purchase of a small unit to serve the parish of St. Ann.

Bookmobiles are now allocated to the following Parish Libraries:—

Kingston & St. Andrew (2 units)
St. Ann
Trelawny
Clarendon
Westmoreland
St. Elizabeth

These seven (7) Bookmobiles provide a service to 238 scattered remote rural communities far from established library centres. The Bookmobiles provide a useful survey of the areas that should have priority in the establishment of Branch Libraries.

OUTSTANDING INCREASE IN NUMBER OF READERS:

On the 31st March, 1967, a total of 256,883 readers used the public libraries whilst in 1976 there were 513,064 registered readers. This increase of 256,181 readers in ten years would have been even greater if the Service had not been forced to limit membership because there were insufficient books to meet the demand.

It is indeed encouraging to note that whereas in 1957 **only 1 in every 33 of the population of Jamaica used the library, in 1960 the ratio was 1 in 7.2 and in 1976 1 in 3.9.** Since membership had to be restricted for a number of years even this improvement does not fully reflect the potential reading membership.

3. OUTSTANDING IMPROVEMENTS IN THE BOOKSTOCK:

In March 1967 the total bookstock consisted of 514,140 books whilst in 1976 it consisted of 1,014,234. This increase of 500,094 does not reflect the true picture of the books added to stock over the past 10 years, because the heavy usage causes the withdrawal rate to be very high. In 1976, 244,937 books were added to stock but 85,364 (8.4% of total stock) had to be withdrawn.

TABLE OF BOOKSTOCK

Date	Adult	Junior	Total
1967	319,599	194,541	514,140
1976	536,514	477,720	1,014,234
Increase in 10 years	216,915	283,179	500,094

4. GREATER EXPLOITATION OF THE BOOKSTOCK

This has been particularly reflected in:—

(i) The increased use made of the Library for information and research reflects the public's increased awareness of the library as an important source of information. Records show that in 1976 135,256 reference books were consulted. This figure does not represent the complete picture of reference material used as the administrative cost of recording the number of times any one book is consulted would be very high.

(ii) Outstanding increase in the number of special requests handled at Parish, Regional and Central level, and in the number of telephone enquiries received.

(iii) Overwhelming demands for periodicals on technical and topical subjects. Readers are aware that up-to-date information appears in periodicals long before it can be published in book form.

(iv) Outstanding increase in the number of non-fiction books borrowed by readers.

An examination of the reading pattern shows an increased demand for books on improving skills in such areas as welding, carpentry, plumbing. Books on agriculture, home and business management, African and West Indian history, sport, and all aspects of Jamaican life are also in great demand.

It is interesting to note also the ever increasing popularity of books on religion, political ideologies, public relations and world political systems.

5. OUTSTANDING IMPROVEMENTS IN STAFFING

On 31st March, 1957, approximately 40 persons were engaged in professional library work; of these 7 were qualified librarians and 14 had started active studies. In 1960 there were 108 persons on the professional staff and 13 of these were qualified Librarians and 31 partially qualified.

In 1976 staff in professional grades were:—

52 qualified Librarians
3 Research Assistants
219 Library Assistants

This improvement has been made possible by a revised recruitment programme and an accelerated pace of training.

6. BETTER FINANCIAL SUPPORT

The rapid progress throughout the Service has been made possible by ever improving financial support which has enabled development schemes to be implemented.

MAJOR PROBLEMS

1. Low ratio of books to readers — 1.98:1. With the rapid increase in membership and the high withdrawal rate of bookstock, there is difficulty in maintaining even this ratio.
2. The need to develop and expand special services; e.g. to correctional institutions, hospitals, the handicapped, etc.
3. Difficulty in obtaining suitable accommodation for Service Points in rural areas.
4. Inadequacy of space in existing library buildings.
5. Need for additional Bookmobiles to serve remote rural areas.
6. The need for additional qualified staff.
7. Need for training grants to assist unqualified staff to obtain necessary qualifications and to assist those qualified to attend refresher courses and to gain additional qualifications.

Appendix II

THE SCHOOLS LIBRARY SERVICE

THE SCHOOLS LIBRARY SERVICE

The Schools Library Service operates a service to:—

(a) Primary Schools
(b) Secondary Schools (formerly Junior Secondary Schools)

AIM

The aim is to provide a library service to all infant, primary, all-age, secondary and comprehensive (high) schools.

MANAGEMENT

The Schools Library Service and the Jamaica Library Service are both administered by the same statutory authority, the Jamaica Library Board, and are organised to complement each other.

The Schools Library Service is fully integrated in the Jamaica Library Service. The staff is interchangeable and in-service training involves both Services at organisational as well as participant level. Parish Librarians supervise the Schools Service in the parishes and accommodation for the bookmobile and its staff is provided at each Parish Library. The Director and Deputy Director of the Jamaica Library Service are responsible for the overall administration of the Schools Service.

(a) PRIMARY SCHOOLS

Inauguration

In 1952, four years after the establishment of the Jamaica Library Service, the Jamaica Library Board accepted the responsibility for administering a library service to primary schools on behalf of the Education Department. This partnership between the Board and the Department, which began in a somewhat nebulous form 25 years ago, has now resulted in a well established library service to 808 primary and 68 secondary schools.

Finance

In the early years the Department of Education (now the Ministry of Education) provided a sum of $6,000 per annum for the Jamaica Library Service to purchase books for primary school libraries. Each school was required to contribute a sum of $4.00 in order to participate in the scheme and the books supplied were intended to form the nucleus of a school library. The grant would be shared among 200 schools each year and each school library would receive a collection of 50 books.

The scheme was revised in 1955 to allow the loan of books from a central collection and the grant was increased to $13,000 to provide a larger bookstock, staff for administering the Service and a delivery van for the distribution of books. The school's contribution of $4.00 was abolished and a collection of 60 books was loaned to each school for approximately two terms. In 1957 a Bookmobile programme was introduced and the grant has progressively increased from $30,000 in 1957/58 to $704,330 in 1976/77.

Organisation and Administration

The Service operates from a headquarters in Kingston with 5 regional headquarters controlling a bookmobile service to 808 infant, primary and comprehensive schools. One of these bookmobiles is based at the Headquarters and the other four at Parish Libraries in the principal towns of Montego Bay, Mandeville, St. Ann's Bay and Port Antonio as follows:—

Bookmobile I	based in Kingston	services 186 schools
Bookmobile II	based in Montego Bay	services 155 schools
Bookmobile III	based in Mandeville	services 149 schools
Bookmobile IV	based in St. Ann's Bay	services 170 schools
Bookmobile V	based in Port Antonio	services 148 schools
		808

A staff of four persons operates the service from each regional base under the supervision of the Parish Librarian.

Responsibilities at Headquarters

Centralised ordering, processing and allocation of bookstock and periodicals for distribution to 5 regional headquarters, and to each Secondary School.

Maintenance of a stock register.

Centralised sorting of binding for despatch to bindery.
Maintenance of a Specimen Book Collection.
Supervision of service to schools and establishing closer liaison with teacher/librarians.
Advice and guidance to Preparatory and High Schools setting up their own libraries.

Bookmobile Service

Each bookmobile carries a stock of 2,000 books.

The staff in each Region consists of 2 Library Assistants, 1 Driver/Book Attendant and 1 Book Attendant. Each Library Assistant travels on the bookmobile alternate weeks carrying out book exchanges at the schools each term. This entails living in a Parish for a few weeks at a time, with the bookmobile stationed temporarily at that Parish Library.

Pupils do not borrow directly from the bookmobile, but senior pupils assist the teachers in choosing the term's supply of books.

The Library Assistant on the Bookmobile gives guidance in the choice of books and proper techniques for administering the school library.

34 schools inaccessible to the bookmobile are serviced by delivery van.

Today, all Infant, Primary, All-Age and Comprehensive

Schools are provided with libraries ranging in size from 150 in an Infant school to 1,000 books in the Comprehensive and other schools with library rooms. The island book-stock of 803,043 serves a school enrolment of over 508,000 pupils.

(b) SECONDARY SCHOOLS

Inauguration

The Secondary School Library Programme began in 1969 when the Ministry of Education received a loan from the World Bank to establish 50 Junior Secondary Schools. Jamaica Library Service submitted proposals to the Ministry of Education, at their request, for processing and distributing approximately 18,000 books ordered by the Ministry. To date 68 libraries have been established and are being operated under the programme.

Finance

The financing of the Secondary Schools Programme has been a problem for several years. The initial cost of establishing the service to the first 50 Junior Secondary Schools in 1969 involved an expenditure of $11,844. In 1970/71 a grant of $68,000 was made to purchase books for the 68 Junior Secondary Libraries. No funds were, however, provided for other expenses such as staff, stationery, transport etc.

The subsequent arrangement was on a basis whereby the Jamaica Library Service paid expenses incurred and claimed reimbursement from the Ministry of Education. However, this arrangement fell through as the Ministry provided no funds from 1971/72 to 1974/75 and the Programme had to be temporarily suspended.

Although funds were provided for books in 1976/77 there is still no provision for attendant expenses involved in maintaining the Programme. There is therefore urgent need for a definite decision to be taken on the continued administration of the Programme.

Organization and Administration

The Service operates from the Schools Library Service Headquarters in Kingston, and the libraries are supervised by a Senior Librarian based at Headquarters. Visits are made once every term and the books supplied become the permanent stock of the school.

Each of the 68 Secondary Schools is provided with a library room which is organized by staff from Headquarters. At each school a teacher is assigned to administer the library, and this person receives on-the-spot training when the Senior Librarian from Headquarters visits the school.

Only three of the 68 schools so far are fortunate in having qualified Librarians (Tarrant, Marcus Garvey and Black River Secondary Schools) and fifteen others are run by trained staff who have done the optional Teacher/Librarians' Course at a Teachers' Training College. The other libraries are staffed by teachers with no formal library training.

Responsibilities at Headquarters

Centralised ordering, cataloguing and classification, processing and allocation of bookstock and periodicals for distribution to 68 Secondary Schools.

Preparation and maintenance of catalogues for Secondary School libraries.

Centralised sorting of binding for despatch to bindery.

Establishment and supervision of each Secondary School library.

Advice and guidance to teachers in charge of school libraries.

Problems

1. Lack of adequate accommodation in the Primary and All-Age Schools. There is urgent need for the provision of suitable physical facilities in these schools in order to ensure the effective use of the books. The Jamaica Library Service Policy Proposals of 1974 recommended that

   > "All new Primary Schools being constructed to include special library rooms with minimum provision of 875 sq. ft. for schools with enrolment of 250 and 1,750 sq. ft. for schools with enrolment of over 250. Provision to be made on a similar basis in all existing schools".

   There is still the problem of relatively no provision for accommodating libraries in Primary Schools and it is impossible to provide and maintain a meaningful service to these schools under the existing conditions.
2. Lack of suitably trained staff to administer the school libraries. There is urgent need for implementation of the Teacher/Librarian's Course in all Teachers' Training Colleges in order to meet the need for trained staff to man the school libraries. This is of the utmost importance if the school libraries are to fulfil the important role that they should play in education.
3. Lack of adequate funds for the Secondary Schools Programme. At present there is no provision for staff and other requirements for maintaining the programme. It is imperative that definite arrangements be made for financing the programme and immediate action in this regard is of the utmost importance.
4. **Bookmobiles:** The age of the existing bookmobiles has created numerous problems and the Service is constantly disrupted due to breakdown of the units and the problem of obtaining parts for repairs. There is urgent need for replacement of the older units and the provision of additional units to cover the increased number of schools now being served.
5. **Staffing:** Improvement in the staffing of the Service is urgently needed. With the expansion of the Service — (both in the number of schools served, the number of books supplied and the professional services required) — additional qualified staff is now needed both to man the bookmobiles for the secondary schools programme and for supervision at the Regional level.
6. Lack of adequate space for the Headquarters of the Schools Library Service and the Regional Headquarters in the Parishes.

   There has been considerable expansion in the Service since its establishment and particularly since the bookmobile service was introduced in 1957. Accommodation both at the central headquarters and the Bookmobile regional headquarters in the parishes has become totally inadequate. Provision of additional accommodation is urgent.
7. **Book/Pupil Ratio:** There is need for continued increased provision in the Book Vote in order to raise the Book/Pupil Ratio from the present 1.3:1 to 2:1 over a five-year period.

DEVELOPMENT OF LIBRARIES IN TEACHERS' COLLEGES

This is, indeed, a very opportune time for any group to be considering the development of library facilities in the Teachers' Colleges for the following reasons:—

(a) The forces impelling the development of education in Jamaica are prescribing an expansion in tertiary education. Wherever there has been significant expansion of secondary education in any country, it automatically follows that in a few years there has to be a corresponding expansion of tertiary education opportunities. In 1974, Jamaica moved from the position of putting 10 per cent of the 12-17 age group through 5 years of secondary education, to putting 50 per cent of that group into secondary schools for 5 years.

The effects of this fourfold expansion are already beginning to be felt in terms of the number of persons sitting and passing G.C.E. 'O' level examinations. In the past approximately 50 per cent of Jamaicans who obtained university degrees obtained these abroad. The present foreign exchange position of Jamaica dictates that we retain in Jamaica as many persons as possible, and offer them university education here; bearing in mind the numbers involved, as referred to above. It will be impossible to expand the University of the West Indies as quickly as the situation dictates.

In other countries where similar developments have taken place, one of the strategies employed is that of expanding and upgrading tertiary institutions that were non-degree granting; namely, Teachers' Colleges, Colleges of Technology, Agriculture, etc. Recently, in the Caribbean there has been the College of the Bahamas integrating the Teachers' Colleges in that country, along with other types of studies, into a degree granting institution, under the umbrella of the University of the West Indies. The Bahamas are not as well endowed with educational facilities as Jamaica and it seems only a matter of time before the Jamaica School of Agriculture (J.S.A.), College of Arts, Science and Technology (C.A.S.T.) and the Teachers' Colleges, probably along with the Schools of Art, Drama & Music, are brought together in some kind of College system. One could safely predict that the Teachers' Colleges will be upgraded to degree granting status, and expanded in the next 5 years. It is impossible to contemplate any development of this kind without considerably improving the library facilities of these institutions.

(b) In the preparation of teachers, it is highly essential that the Teachers' Colleges provide an enriched learning environment in which it is possible to remedy some of the defects of primary and secondary education. The vicious cycle of ill-prepared students becoming ill-prepared teachers who continue to prepare ill-prepared students has to be broken in the Teachers' Colleges. The library is absolutely crucial and essential to such an operation since one of the great deficiencies of the educational system is the dependence on persons for information and ideas, and the absence of inquiry through books and other media for the probing of ideas and for the excitement of the intellect.

The current priority situation of education in national development requires that we have an improvement in the quality of our teachers, which has to be related to the improvement of the library facilities in the Colleges.

(c) In terms of the great increase in teaching costs and, also, because of the pattern of education in Jamaica, it is necessary for the Teachers' Colleges to promote independent study whereby students, on their own, interact with books, films, audio-cassettes and other material in the pursuit of ideas. In conceiving a library, therefore, it is necessary to conceive of it not only in terms of books, but also in terms of other media through which information is transmitted.

(d) The Teachers' Colleges have a predominantly rural population. Mico, which is an urban college, has a population of over 80 per cent of its students coming from the rural areas. One of the facts of rural life is the absence of a great deal of technology. Conversely, one of the facts of the modern world is the increasing technological content of that world. The world in which the teacher will operate will, indeed, be an increasingly technological one. If the teacher is to teach, utilizing technology, then it is essential that in the Teachers' College he does some of his learning through these means in order to develop both the techniques and the confidence in gadgetry. Without wanting to promote gadgetry, it is necessary in terms of the future development of the country and of the teachers for the latter to be familiar with these devices.

It is for these reasons that it is absolutely essential for the library to possess technological equipment for independent study so that it becomes a learning resource centre.

Report of
Working Party
No. 5

GOVERNMENT AND SPECIAL LIBRARIES EXCLUSIVE OF SCIENCE AND TECHNOLOGY

I. INTRODUCTION

Although the functions and role of Government and special libraries are the same in all disciplines, it was decided that because of their number and variety two Working Parties should be assigned to study and report on these libraries, one dealing with libraries in the non-scientific and technical fields and the other with information services in science and technology. The importance of all kinds of Government and special libraries cannot be over-emphasised as they all play (or should do) an important role in providing specialised information to the particular organisations they serve, both in the public and private sectors.

II. METHODOLOGY

At the first of three meetings held, the Working Party dealing with Government and Special Libraries (exclusive of Science and Technology) decided to identify as many as possible of the libraries and/or collections which fell within the ambit of its terms of reference. Very few of the questionnaires sent to these libraries by the National Council to provide data for its forthcoming *Directory of Library Resources* had been returned to the Council and the decision was therefore taken to (a) identify the libraries from which no replies had been received; (b) group them by subject disciplines; and (c) assign groups to members of the Working Party to gather detailed information concerning their collections, staff, facilities and services. Information was obtained by visits, interviews and telephone calls. By personally visiting the libraries, Working Party members were able to obtain a first-hand knowledge of the state of these libraries and of their problems.

III. FINDINGS

As the information received was analysed, it became clear that there were four basic problem areas: staff, finance, administration, and accommodation and equipment. In addition, it was found that there was duplication of stock and services in some areas while gaps existed in others.

There was acute need for a more formalised system of co-ordination and co-operation as existing relationships between libraries even in the same Ministry (with few exceptions) were typically haphazard and ineffective. Many small units could function better if amalgamated. There was, in addition, a great waste of resources resulting from the under-utilization of material retained in offices and unavailable to other members of staff.

A. Staff

The survey showed a widespread lack of trained library staff; of a total of 54 libraries investigated only 20 employed qualified librarians. It cannot be overstressed that a library service stands or falls on the quality of its personnel, and poor service inevitably results where there is inadequate and/or untrained staff. In addition, opportunities for the professional training of the clerical staff, who now administer many Government and special libraries, are inadequate. This often reduces a library first established by a trained librarian from a viable service to a little-used depository.

For the professional librarian promotional opportunities are lacking as there is no career path within the system. Added to this, scholarships for advanced study do not now exist to enable librarians to upgrade and/or update their professional qualifications.

Another problem confronting librarians and which directly affects efficiency is the lack of involvement of the librarian in the planning of projects and programmes. How can the librarian anticipate potential needs if he is not informed of, or included in the development of projects or programmes from the early planning stages and continuously throughout their operation?

B. Finance

Most libraries are suffering from a chronic shortage of funds. Book budgets (where they exist) are typically very low and often are actually non-existent. This means that only a limited amount of new information material can be bought systematically and on a planned and regular basis. Some libraries have to depend on gifts and materials obtained on exchange for most of their stock. The expenditure chart (Appendix) is a striking example of the lack of consistency which now obtains in the area of budgetary provision for Government libraries.

It is estimated that it now costs approximately $520,000 a year to provide current library service to some Government departments. It appears that this sum generally is not being spent with maximum effectiveness.

C. Administration

The role of the library usually is not well defined. Also, there is a lack of consistency and rationale in the placement of the library within the organizational structure. Added to this, with few exceptions, management is not fully aware of the potential of a library and its needs, if it is to function efficiently.

Information material must be ordered through the Government's central purchasing agent, the Department of Supplies, and usually inordinate time lags occur in the acquisition of material. A librarian's reputation rests in no small way on his ability to produce materials on request or as quickly as possible thereafter. The importance of speedy supply of requested material cannot be overemphasised.

Another urgent problem is the overlap and duplication found in the provision of library service and information materials, due to the existence of too many mutually exclusive library facilities funded by Government. As stated earlier, there are also many small and medium-sized Government funded libraries (i.e. in ministries and quasi-Government bodies) being manned by untrained staff and desperately in need of at least systematic supervision by professional staff.

In addition, much of the information which would be of value is contained in reports and correspondence and does not find its way into the library. Librarians cannot, therefore draw on these valuable data sources to answer requests for information.

D. Accommodation and Equipment

The non-provision of basic furniture and equipment is a further serious handicap. There seems to be a general failure to recognise that a library is a growing entity and so must be provided with adequate space for current use and a storage area for retrospective material. A number of libraries lack:—

(a) Independent accommodation

(b) Suitable accommodation for quiet reading and study

(c) Proper accommodation and equipment for storage purposes

(d) Adequate basic equipment such as shelves, tables, chairs, periodical racks, catalogue cards, catalogue cabinets, etc.

(e) Processing facilities for material

(f) Adequate workroom space and facilities.

IV. RECOMMENDATIONS

A. General

1. Establish a network information system of Government libraries adequately and clearly funded on a yearly basis and grouped by similar disciplines to effect savings in finance, technical services and manpower and to improve the quality of service through more comprehensive stock purchase and efficient use of staff.

2. Give serious consideration to the amalgamation of small inefficient units into large viable entities to maximise use of manpower, finance and information dissemination. Co-operative arrangements as a first step to national networks could be effected by the following logical groupings:—

(a) A Government ministry and the departments within its portfolio, e.g. Ministry of Justice.

(b) Government ministries and quasi-Government bodies with the same disciplines but operating under different ministries, e.g. Urban Development Corporation, Town Planning Department, Ministry of Housing, National Housing Trust.

(c) Government and private sector, e.g. Ministry of Foreign Affairs, United Nations Development Programme (UNDP), embassies and high commissions.

3. Create greater awareness among Government personnel and the public of the function of a library so that its full potential of services can be utilized. Among the management cadre this awareness will enable them to understand the librarian's role and give him the financial and other support needed so that he is able to perform effectively.

B. Staff

1. Immediately implement minimum basic staff requirements for (a) professional librarians and (b) support staff. In view of current economic strictures, the situation could be contained by operating with one support staff with the assistance of a member of the stenographic staff pool.

2. Define the role and status of the librarian in the organization's hierarchical structure, and fully involve him in its work, by keeping him informed of plans and programmes as early as possible in the formative stages and continuously thereafter. He should also be accorded the same status, salary and other allowances granted Department Heads with parallel responsibilities and educational qualifications.

3. Include specific provision for library staff training in annual training grants. As an immediate priority recruit suitable staff for training at the Department of Library Studies of the University of the West Indies. During interim period employ experienced person and request supervision from a trained librarian operating within similar subject areas.

4. Implement a continuing education programme for special librarians through advanced courses in relevant subject fields, and regular updating courses in library and information services.

5. Include training programmes for sub-professionals in overall Civil Service in-service programmes as is currently done for other disciplines within the Service.

6. Establish a career structure for librarians and upgrading of libraries within the Civil Service framework to ensure upward mobility and minimise the "dead-end-job" frustration felt by librarians in special libraries.

C. Finance

1. Provide separate library budget for the acquisition of monographs, serials, equipment etc.

2. Provide adequate financing for the efficient operation of the library.

Allowance to be made for —

(a) capital non-recurrent expenditure

(b) recurrent expenditure

D. Administration

1. Define the role and specific functions of each Government and special library clearly in a written statement.

2. Arrange a seminar for management personnel having responsibility for Government and special libraries to appraise them of the work of such libraries and so enable them to appreciate better the role the library can play in their respective organizations.

3. Accord the library a central and strategic place in the organization's hierarchical structure with a qualified librarian in charge and accorded the same status, salary and other allowances as other department heads with parallel responsibilities and educational qualifications.

4. Carefully plan the relationship between the library and the registry, combining both in one unit where feasible. Under whatever arrangement, the librarian should have full access to the registry and a record of useful substantive information materials derived from the registry should be included in the library's catalogue. Librarians working in Government libraries should be trained in records and archival management and also should ensure the confidentiality of any material so designated.

E. Accommodation and Equipment

1. Provide minimum basic requirements of space, equipment and furniture prior to the establishment of a library.

2. Provide strategically located accommodation designated solely for library purposes, with allowances made for natural growth, storage and workroom space and facilities.

V. CONCLUSION

There is tremendous waste through overlapping of library provision, duplication of stock, and a general closed-shop approach within the majority of special libraries.

Serious consideration must now be given to whether we do in fact wish to have a properly organized network with facilities for full effectiveness and use, or whether we will continue to pay only lip-service to the importance of libraries.

ESTIMATED EXPENDITURE ON SOME GOVERNMENT-FUNDED AND SPECIAL LIBRARIES

LIBRARIES	Books $	Periodicals $	Other Types of Materials Provided $	Capital $	Staff Salaries Professional $	Staff Salaries Sub-professional & Clerical (Est. x 2)
Agency for Public Information	100	500			1 PMA II; 1 PMA I	2
Attorney General's Department	2,000*	500*			1 PMA II	2
Bank of Jamaica	8,000				1 PMA III; 1 PMA II	2
Cornwall Regional Hospital	2,000	2,500	500	5,000	1 PMA II	2
Department of Statistics	790				1 PMA II	2
Director of Public Prosecutions	800					2
Government Medical Laboratory	500	1,500				2
Houses of Parliament						2
Jamaica Bauxite Institute	500*	1,000*			1 PMA III	2
Jamaica Broadcasting Corporation	300*	500*			1 PMA II	2
Jamaica Development Bank	300	300*				2
JAMAL	5,000				1 PMA II	2
Ministry of Education	4,000	1,000	2,000		1 PMA II	2
Ministry of Finance	300	250*				2
Ministry of Foreign Affairs	300*	250*			1 PMA I	2
Ministry of Health & Environmental Control (with 7 collections)	1,000*	1,000*		5,000	1 PMA II	14
Ministry of Mining & Natural Resources – Mines & Geology Division	550				1 PMA I	2
Ministry of Mining & Natural Resources	2,299	5,700	965		1 PMA II	2
National Family Planning Board	720	200			1 PMA II	2
National Housing Trust						2
National Savings Committee	1,115	323				2
Office of the Prime Minister					1 PMA II	2
Parliamentary Counsel	450					2
Police Training School	300					2
Social Development Commission	2,000*	1,000*			1 PMA II	2
Supreme Court	4,000		3,000		1 PMA I; 1 PMA II 1 PMA III	2
Survey Department	200	100	600			2
Town Planning Division	1,440	1,800	950	2,725		2
Urban Development Corporation	3,000	3,000		2,500	1 PMA II	2
Workers Savings & Loan Bank	4,000				PMA III	2
	45,964	21,423	8,015	15,225	$158,700 **	$270,840 ***

*Estimated expenditure on library material

**Estimated at 15 PMA II, 4 PMA III, 4 PMA I also salaries as given. All estimates use the beginning of scales except for PMA I where $5,400 is used since no librarian gets below this figure

***Estimated at rate of CR III $3,600 per annum – total of 74 posts.

Salaries in Government

PMA I	$3,900 x 300 – 6,900 p.a.	– $5,400 p.a. used
PMA II	$6,900 x 300 – 8,100 p.a.	– $6,900 p.a. used
PMA III	$8,400 x 420 – 10,080 p.a.	– $8,400 p.a. used
CR I	$2,100 x 120 – 2,820	
CR II	$3,000 x 120 – 3,480	
CR III	$3,600 x 180 – 4,380	– $3,660 p.a. used
CR IV	$4,629 x 240 – 5,340	

* **Report of Working Party No. 6**

INFORMATION SERVICES FOR SCIENCE AND TECHNOLOGY

I. INTRODUCTION

There are approximately two hundred specialised libraries and collections in Jamaica and about one hundred of these are in the science and technology section. The present situation is one of patchy collections and services inadequately staffed. Gaps, duplication and lack of co-ordination are widespread. Valuable collections lie idle occupying space to no purpose and because they lack organisation their potential users are often unaware of their existence. This results in duplication and a great waste of high-priced time.

II. PROPOSED PLANS

The proposal of the Working Party is not to form a new Science and Technology Information Institution but to co-ordinate existing ones, i.e. to form a network with a focal point. There would be decentralised administration of the individual collections and each unit would retain autonomous administration and staffing. A network is preferred to a monolithic structure for the following reasons:—

(a) Institutions already exist
(b) Information sources will be closer to the primary user
(c) It allows for individual systems to develop where needed
(d) There will be better utilization of information which would not otherwise be fully used
(e) It will help to ensure the deposit of unpublished science and technology literature. In developing countries this represents a considerable portion of the information they produce.

Problems envisaged include:—

(a) The confidential nature of much of the material
(b) Access to unpublished literature
(c) Shortage of trained staff to process the material.

By the establishment of a network it is hoped that:

(a) A specific category of user will have access to information relevant to his needs
(b) Excessive duplication of limited resources will be avoided
(c) Weak areas of coverage will be detected and strengthened.

III. STRUCTURE, FUNCTIONS AND MODE OF OPERATION OF THE NETWORK

The Scientific Research Council (SRC) will be the focal point of the network. There appear to be several natural groupings of certain specialised fields: these would form smaller nodes which in turn would relate to the focal point at SRC.

One of the advantages of the network will be the maintenance at SRC of a union catalogue of the science and technology information in the island. This will be achieved by each co-operating unit sending bibliographic details of the content of their centres to SRC which in turn will be incorporated in the National Union Catalogue and the National Bibliography. New acquisitions will be published in an Accessions List and disseminated. Initially a card catalogue at SRC will be the most feasible in terms of the technology that exists in Jamaica.

Standardisation of library procedures, in particular cataloguing, will be essential and will include adoption of International Standard Bibliographic Description (ISBD) if this is not already the method of cataloguing. This will allow exchangeability both at a national level and later at the regional and international levels.

SRC will facilitate accessibility to local resources by providing:

(a) A switching system, i.e. procuring material located in another unit of the network for the user
(b) A referral system, i.e. informing the user where the information can be located.

SRC will provide accessibility to international sources through on-line and other contacts with international data bases and must be kept informed of all international systems to which co-operating units contribute.

SRC will set up appropriate machinery for co-operative development and storage of resources. Each co-operating unit will be expected to set out its own selection policy. This will enable SRC to identify areas of unnecessary overlap and/or poor coverage and make recommendations for improvement.

Costs at the focal point for bringing the system into operation will include the provision of additional storage space for catalogue cards; a possible change in the system of classification; additional staff for processing; purchases to fill gaps in coverage and the cost of on-line service. Co-operating units will have to bear the initial cost of providing the focal point with bibliographical details and of any changes in library procedure that may be necessary. They will, however, benefit from wider coverage, reciprocal borrowing privileges, production of union catalogues, expanded inter-library loan service and photocopying services.

The co-ordination of existing resources should be highly profitable to the country in less than two years.

A Standing Committee for Co-ordination of Information Services in Science and Technology should be established at an early date to launch the scheme and ensure its continuity. The Committee should have a member of the National Council on Libraries, Archives and Documentation Services as Chairman and a representative of SRC as Secretary. Other members would represent those bodies involved in the science and technology fields in Jamaica. The Committee should meet quarterly.

Once the Standing Committee has been established an adequately funded seminar on "User Education" should be arranged by SRC to inform all persons concerned of the facilities already available and of the proposed plans for development. All those invited would be asked to submit in advance written suggestions for consideration at the seminar.

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* *This is an edited version of the Report presented in the original submission to Government.*

Having alerted all users to the benefits to be gained from organized information services a market survey should be carried out at an early date.

Investment in the infrastructure, including manpower, materials and equipment need not be costly to businesses as many already have personnel capable of being trained to operate the information system effectively.

Further investment in training personnel and users, upgrading equipment and filling gaps or deficiencies can therefore be measured in terms of the resulting quality, timeliness, relevancy and cost-benefits of the information system.

Mechanized communication is becoming less expensive and more reliable, while at the same time the traditional methods, e.g. mail, telephone are becoming less efficient. The establishment of adequate data banks that often are readily accessible saves time and expense often now wasted in repetition of effort.

IV. ORGANIZING THE COLLECTIONS

As a first step towards organization of the local collections each co-operating unit should assign an officer to this specific activity. Because so many of these collections are not organized in the traditional way aid from international organizations should be sought to help in this exercise. Initially the aid would be to provide 2 peripatetic teams consisting of the following:

(a) 2 mobile units equipped with all the necessary library processing equipment, e.g. cataloguing and classification tools, minigraph card printers, cards, Selectric typewriters
(b) 4 Cataloguers; 2 to each mobile unit
(c) 2 Driver Attendants (only the salary of these would be needed as this category of worker is easily available in Jamaica)
(d) Clerical staff assigned by the co-operating units would work with the teams and receive training so that they can continue to carry on the routine duties after the departure of the peripatetic teams.

This operation is likely to extend over a four-year period as most of these valuable collections are not yet organized into a network system.

Standardization of methods to co-ordinate with international systems should be adopted from the start.

It is of course incumbent on all participants to adhere to the SRC guidelines and accepted international standards. By thus facilitating exchange of information both within Jamaica and overseas considerable economies can be effected.

V. MANPOWER

Needs

The Working Party wishes to stress in the strongest terms that the effectiveness of any information service depends on the quality of its personnel. The more specialised the service the more important it is to have highly trained and effective staff. While it may be difficult to convince departments and firms of the cost effectiveness of professionally trained information staff, provision must nevertheless be made for subject specialists. One professional in a special library generates sufficient work to keep two support staff very busy. If high-priced professional time is not to be wasted then the provision of an adequate pool of intermediate staff must be phased to keep pace with the expanding professional service.

Even with good telecommunication services (which do not exist in Jamaica at the present time) there will be a need for messengers and drivers within the network.

Training

Provision for training staff at all levels is essential. The work of the peripatetic teams will be wasted if it is not maintained. Initially a pool of librarians could service those collections, already organized by the peripatetic teams, which are not in a position to support a full-time professional.

Professional staff should be trained at the Department of Library Studies of the University of the West Indies. Initially it is unlikely that there will be enough subject specialists as so far the number of these attracted to the Diploma Course is small. It will be more important and practicable to ensure that the staff going into the system be thoroughly trained in all aspects of information handling regardless of subject.

Attempts should be made to attract more science students into information work, but the present scheduling of the timetable of the Department of Library Studies does not facilitate the science undergraduate who might wish to obtain this type of training. However, as the information network develops and is refined there will be an increasing demand for subject specialists.

Provision for training support staff should also be arranged, possibly at the community college level.

VI. SOURCES OF INFORMATION AND DATA COLLECTION

The importance of an inventory of local resources is stressed and it is considered that the *Directory of Library Resources* currently being produced by the National Council should be regarded as an on-going process under continuous revision.

There should be an immediate investigation and costing of offshore sources of information such as DIALOG, AGRIS, DEVSIS and others.

The recent development of decentralized data collection using Selectric typewriters fitted with Optical Character Recognition (OCR) heads may provide an economical method for input into not only the international systems but also for the National Union Catalogue, the National Bibliography, specialised lists, etc.

It is understood that at the present time the necessary equipment for reading the data sheets and transferring these to magnetic tape is not available in this country. Enquiry should be made as to the possibility of having this service performed as part of foreign aid to Jamaica. Once the data is on magnetic tape there are facilities for reading and printing in Jamaica. It may turn out in the long run that there would be sufficient input to justify the purchase of the full range of equipment.

VII. RECOMMENDATIONS

The recommendations of the Working Party are set out

74

below:

Network

1. That a Standing Committee for the Co-ordination of Information Services in Science and Technology be established embodying representatives of relevant organisations in Jamaica.

2. That immediate steps be taken to establish a network for information services in science and technology. This will require the upgrading of the Scientific Research Council's Technical Information Service to act as the focal point for science and technology information.

3. That the staff at SRC TIS be increased by adding 2 more qualified staff (1 librarian, 1 science graduate librarian), 4 intermediate staff and 1 additional typist.

4. That in the medium term there be continued development of the network in co-operation with the private and public sectors and the University of the West Indies, Mona.

5. That financial provision be made in good time so that the initial impetus is not lost, but indeed augmented and maintained.

6. That the actual and anticipated size of the operation be reviewed so that long term plans for budget, staff and services can be formulated.

7. That an adequately funded seminar on "User Education" be arranged to inform all persons concerned of facilities already available and proposed plans for development.

8. That a market survey be carried out as soon as possible after making users aware of the benefits of organized information services. The survey should be repeated 2 years after the initial implementation of the scheme to detect snags and identify new potential. The state of the "Information Market" should be reviewed regularly in the light of developments within the country and elsewhere.

Collections

9. That aid be sought from international organizations to provide 2 peripatetic teams equipped with mobile units to assist with the organization of the collections. The operations of the teams should be continued until all the collections have been organized.

10. That a pool of librarians be established to service those collections already organized by the peripatetic teams and which are not in a position to support a full-time professional. The operation of this pool should continue until their services are no longer required.

11. That a Service Bureau be established, perhaps under the aegis of the Jamaican Institute of Management, to provide the necessary staff and services.

Union Catalogue

12. That a union catalogue be established at SRC TIS to include material accessioned by the co-operating units for incorporation in the National Union Catalogue and National Bibliography.

13. That in the short term provision be made for the accommodation of a card catalogue at SRC TIS.

14. That library procedures, in particular cataloguing, be standardized to be in line with international systems.

Manpower

15. That provision be made for a projected 150 subject specialists. It is known that about 15 specialised libraries in the science and technology section have plans for professional staffing. It is estimated that in the short term approximately 50 support staff will be needed and in the long term approximately 300. It is considered that in the long term there will be a need for 100 messengers and drivers within the network.

16. That professional staff be trained at the Department of Library Studies of the University of the West Indies, and initially in all aspects of information handling. While the importance of subject specialists is recognised, the immediate provision of such specialists is unrealistic in the short term. However, provision of specialists should be aimed for in the medium term and developed further in the long term. To this end, every effort should be made to recruit science students into the profession.

17. That the training of intermediate staff be undertaken and continued until an adequate pool of support staff is available.

18. That the development of a co-ordinated system especially in the Government sector be carried out in such a way as to provide an attractive career ladder for specialised librarians and support staff.

Long Term Developments

19. That plans to store bibliographical details on computers be investigated, keeping in mind that adding sophisticated equipment and methods to a traditional and poorly organized infrastructure can only lead to higher expense and poor results.

20. That if after investigation it is decided to acquire an on-line installation to tap overseas sources early consideration must be given to the planning of related facilities within Jamaica, and the provision of equipment. It is considered that the best location of the main terminal would be the University of the West Indies, Mona. In this connection it is crucial that any system ultimately decided on should be planned to include the island as a whole and not be restricted to University needs.

21. That a long term objective is to be a component of the World Information System — UNISIST or whichever international system is compatible with the national trend.

75

Report of Working Party No. 7

LIBRARIES OF THE UNIVERSITY OF THE WEST INDIES

THE ROLE AND FUNCTIONS OF THE UNIVERSITY LIBRARY AND OTHER LIBRARIES ON THE MONA CAMPUS IN A NATIONAL LIBRARY AND INFORMATION SERVICE FOR JAMAICA

I. INTRODUCTION

The libraries of the University of the West Indies comprise the Main Library with its collection on Arts, Social Sciences, General Reference works, Bibliography and Library Studies; the Science Library with its collection on Physical and Biological Sciences and Pre-Clinical Medicine and the Medical Library with its collection on Clinical Medicine. These three, though in separate buildings, are an entity under the general direction of the University Librarian. In addition, there is the sizeable Library of the Institute of Social and Economic Research, the Library of the School of Education and a number of departmental libraries, the principal being those of the Departments of Botany, Mathematics, Social and Preventive Medicine and Library Studies, of the Institute of Mass Communication, the Trade Union Education Institute and the Social Welfare Training Centre. With these may be associated the libraries of affiliated theological institutions such as the United Theological College and St. Michael's Seminary and of the Norman Manley Law School and the Caribbean Food and Nutrition Institute.

Exact figures of their total contents are not available but the Main Library and its two branches (the Science and Medical Libraries) hereinafter referred to as the University Library comprise some 270,000 volumes and 8,900 serial titles of which 3,261 represent current serials. The corresponding figures for the rest of the libraries on the campus are roughly estimated at 70,000 volumes and 1,450 serial titles, a number of which, however, certainly duplicate those in the University Library. Jointly they are undoubtedly the largest and richest resource of recorded knowledge or information in Jamaica and as such one would expect them to play a prominent part in any national system of library and information services.

II. ROLE AND FUNCTIONS

The role and functions of the University Library are primarily concerned with supporting the teaching and research needs of the Mona campus and, when practicable, those of the other campuses at Cave Hill and St. Augustine. Like many university libraries it extends its facilities, within the limits of its resources, to meeting the scholarly and informational needs of the wider world beyond its limits, whether these arise in the country where it is located, or in the region which the University serves, or elsewhere in the world.

The fact that the Mona libraries form part of a regional university does not **in principle** conflict with their participation in a national system for Jamaica. In fact, they have from the start formed part of such a system, in so far as they have extended facilities, where possible, to the public and private sectors as well as to individuals outside the campus. Appended is a memorandum on the University Library's role in supporting local libraries. This appendix gives no more than a fairly well defined indication of the kind of role the Library assumes in the current information service of the country and of some of the services which may be developed and extended if some measure of national support can be given to the Library.

What limits the University Library's participation in any national system is not principally concerned with its regional character but is substantially concerned with its academic priorities in the context of limited resources for the provision of basic services. We refer here to deficiencies in the number of professionally trained and other staff, the size and quality of collections and, most importantly, in the physical accommodation for staff, readers and books necessary for the performance of a number of discrete services.

In view of the many demands on limited resources in the nations of the Caribbean area it is evident that the libraries of institutions serving tertiary education must take on some of the roles and functions of national libraries in more developed countries as part of their participation in a national library system. It must be stressed however, that while the University Library may be willing to supplement the libraries of those institutions serving tertiary education, it cannot attempt to be the basic library for them all.

III. SUBJECT SPECIALIZATION AND RESOURCE SHARING

In the case of the U.W.I. libraries their major fields of subject interest have already been indicated and it would be reasonable to suppose that in any national library system these libraries would undertake the primary responsibility for collecting all foreign publications in the areas of their various specialities, in a number of which there are clearly no other libraries with overlapping interests of any significance. Clinical Medicine, Natural Sciences, Foreign Languages and Literature, Bibliography and Librarianship are examples of subjects which have remained exclusively or almost exclusively within its domain, while the Humanities (excluding Foreign languages and literatures) and Social Sciences though not exclusively represented in the campus libraries are nevertheless to be found there in a variety, richness and depth not equalled elsewhere in Jamaica. Agriculture and to a lesser extent Technology or Applied Sciences are weakly represented while Law and West Indiana are shared strongly with collections outside, viz., those in the Supreme Court Library and the West India Reference Library.

It should be clear therefore that the Mona libraries have much to contribute to a co-ordinated national system of libraries. As a first step in that direction the campus libraries themselves need to be co-ordinated so as to avoid unnecessary duplication of acquisitions and processing and so as to provide the most ample services and meet the most varied needs possible.

In saying this, however, it is important to avoid giving any misleading notion that co-ordination will always be merely a cost saving device and that, for example, only one copy of a particular book or duplication will suffice to meet the needs of the nation.

Also, while every effort should be made to rationalize acquisition on a co-operative basis, it will be necessary to recognize traditional and existing strengths of research collections which may not be curtailed without damage to the usefulness of the collection as a research resource. Patterns of reader use where these reflect real needs must also be respected in any attempt to integrate or rationalize library acquisition policies. User needs, for example, in the Institute of Social and Economic Research Library have shifted emphases over the years. Early in the life of the Institute, i.e. in the 1950's, the main emphasis was on textbooks and standard reference material to facilitate essentially "pure research". Subsequently in the 1960's, the demands of Governments in the region, especially in the smaller territories, for assistance in formulating development plans and other forms of technical assistance, created a bias towards applied research with different demands on the library. The creation of CARICOM and the Caribbean Development Bank in the 1970's have reduced the demands from Government agencies. At the same time, however, the increasing number of community projects — in agricultural co-operatives, in housing, in social welfare and child care — has created demands related to "research-evaluation" projects.

The advent of newer forms of technology applied to the recording, retrieval and transfer of information as evidenced by audio-visual media, micrographics, computerised systems and the use of some of the newer forms of telecommunication for information transfer (e.g. teletype, satellite) should greatly assist in any scheme of resource sharing and this is an area which the University libraries may well be expected to take the lead in exploring.

There are at least two other fields in which a co-ordinated system of university libraries might be expected to take a prominent part in promoting, namely, bibliographical standardization and a national programme for the conservation and preservation of research material.

Present procedures for resource sharing as we may see from the Appendix to this paper, are:

(a) Inter-library loans,
(b) Photocopying of documents, articles or parts of books required and which, in some cases, may not be loaned,
(c) Distribution of accessions lists to selected libraries,
(d) Extension of reading and reference facilities and, in exceptional cases, borrowing facilities to individuals outside the University,
(e) Telephoned inquiries of a "quick" reference nature.

The measure to which these facilities are granted is of necessity carefully assessed as to the level at which the information is required, the availability of other local resources capable of meeting these requirements, the demands of our own clientele and the capacity of our resources to meet these demands.

IV. LIMITATIONS OF RESOURCE SHARING

The constraints on greater resource sharing as these affect the Mona campus Library may therefore be listed in descending order of magnitude as follows:

1. Lack of proper accommodation and environment to provide an adequate and competent service even to the university community. In short, the Library's physical plant has not kept pace with the University's growth and is in fact some 15 years behind what was projected.
2. Difficulty with recruiting professional staff at the supervisory or middle managerial level with the requisite competence, experience and the academic formation and aptitudes which are necessary in an academic library.
3. Lack of adequate funds in a time of rapidly rising costs in respect of books, periodicals and equipment. Research on book and periodical prices reported on in the *Library Association Record* of June, 1976 shows that between 1967-68 and 1972-73 the price of books had risen by 45%. Recent figures for 1975-76 suggest an annual rise in the cost of book prices of almost 47%.
4. Lack of adequate supporting services within and without the University, e.g., inadequate binding facilities to overtake the growing backlog of periodical binding and inadequate telephone services to enable speedy communication with persons and institutions outside the university.

Of course, these inadequacies existed prior to the planning of a national library system and the main onus for remedying them must rest with the University. However, if we are to participate more generously in a national plan it is only reasonable that Government should help to finance and underpin the library to the extent that these additional services place demands on it which its strained resources cannot sustain. The exercise of quantifying such services and costing their benefits will admittedly be a far from simple one.

In a time of financial stringency it may well be that capital expenditure on the Library by Government is nothing more than a pious hope, but more importantly, what should be considered is the need for the special intervention of Government on behalf of the University Library with international or foreign agencies for funding development, in order to secure capital assistance with improving the physical infrastructure of the Library.

The contents of the Library are currently valued for insurance purposes at some $1.8 million. If one allows for the increase in value of much of the collection as well as the increase of replacement cost, a more realistic figure could well be over $2 million. On the basis of no more than a prudent management of an investment of such magnitude it would seem desirable that such a collection be adequately housed so that it may be put to the best possible use and its value fully exploited.

There is now a marked tendency for foundations to shy away from giving funds for library buildings, as was traditional in the past, and the programmes which attract such funding are developmental ones which pertain to social and economic life at the "grass-roots". However, it can be demonstrated that the support which an adequately housed and staffed university collection may give to the ministries and planning agencies of Government is such that it directly affects the Government's social and economic policies and programmes for development from the "grass-roots" upwards.

Further, apart from assistance which may be given to agencies outside the University, the support which the University Library gives to members of the academic community engaged in research is often an unidentified or unquantifiable contribution to the social and economic life of the country.

We stress this point of inadequate physical accommodation and the steps which may be taken to remedy it, as it is the prime impediment to the University Library at Mona assuming a major role in providing access to the information and the recorded knowledge which it is expected that any modern Government and indeed the nation will require and which this Library is ready to give and is already giving within the means at its disposal.

V. COSTING

It is extremely difficult to quantify and cost many aspects of such services as part of a national library service and certainly any attempt to do so would have to be done empirically rather than on any preconceived notions or theories. What would need to be accepted would be the principle that where it was clearly demonstrated that a function was being carried out primarily as part of a national service rather than as a University function (e.g., storage of superseded literature in an area not of primary concern to the University) Government would assume the major responsibility of making provision for recurrent and capital costs of this service.

Other services such as reprographic services, computer searches, would be charged on a basis of actual costs of services performed.

Other elements of costs which may be identified as charges are (i) buildings, (ii) equipment, (iii) personnel.

Under buildings and equipment may be identified the need for the provision of an extension of approximately 33,000 sq. ft. to provide minimal storage, service and administrative space. Shelving and movable equipment at a minimum of 15% of building costs in addition to the provision of a fully equipped photoduplication laboratory with processing facilities are identifiable requirements if the University Library is to play the part outlined in a national library service and for which it is hoped that Government will give its active support in applications to international funding agencies.

Personnel needs would depend on the extent to which we are involved in the system. Certainly, however, additional staff would be required for the services most concerned in co-operative arrangements, namely, Technical Services and Loan and Reference Services.

VI. RECOMMENDATIONS

Short Term

1. That the Government through the National Planning Agency or other appropriate body encourage and support the University in seeking aid for the specific purpose of speedily improving the physical facilities of the Mona Library. This would allow the Library to provide the following areas and the services which go with them:
   - (a) the provision of reading areas, to enable adequate supervision of material being used, thus minimizing wanton destruction of material, and to provide reference facilities;
   - (b) an adequate West Indies and Special Collections Section to accommodate the Library's collection of rare books, Caribbeana, etc., and the complement of staff required for the section, as well as a reading room to seat up to 80 readers;
   - (c) improved accommodation for readers using Government Serials, United Nations documents and the documents of other international organizations;
   - (d) compact closed access stack area for less frequently used research material, including deposits which it might receive under any co-operative storage arrangements as part of a national library system.

   Details of these priorities are given in the *Report of the Committee on Library Development* presented to the University in 1972.
2. That the Government view with sympathy the proposal that professional staff from Commonwealth countries appointed to positions in the University Library be accorded the same treatment as is given to academic staff in respect to work permit applications.
3. That the Government support the University Library in its efforts to identify specific areas of training for its staff by assisting it to obtain training in these areas. The ability to release persons for training depends on having an adequate complement of staff.
4. That the University Library agrees to maintain at least the level of reference and photocopying services which it now offers and continues to extend inter-library loan facilities and the distribution of such accession lists as it produces to recognized and professionally staffed libraries in Jamaica, within the limits of its resources and to the extent that it may by requested to do so. It cannot however extend library facilities to individual readers on a less restricted basis until such time as its building is enlarged.
5. That the Library adopts international bibliographical standards for cataloguing monographs and serials and as far as possible seek to standardize other processes so as to more effectively establish links with bibliographic data sources outside the region, or those which may be contemplated or developed within the country and the region.
6. That the University actively promote policies which will encourage greater integration of all its learning resources within the campus, so that centrally controlled or co-ordinated by the Main Library they may more readily and effectively be made available to all members of the University and to others outside the University.
7. That the University actively explore, as it is already doing with the assistance of overseas aid agencies, the possibility of applying recent technological developments in the field of library and information studies, so as to expedite the retrieval of information and make it available not only to university enquirers but to those outside the University. This may involve computerisation of our technical processes, application of microfilming to storage, retrieval and dissemination of information, and establishing links, where it is technically possible and economically viable, with data bases of bibliographical or abstracted information.
8. That until such time as on-line bibliographical information is available for purposes of producing catalogue records and for locating catalogued copies, the University Library should endeavour to compile a union

catalogue, at least of main entries, of all the holdings of the libraries on the campus.

Given our full complement of staff, a modest increase of two professional cataloguers and four clerical assistants, funds for xerographic copying of catalogue entries and the co-operation of departments and institutes which possess independent libraries, it is believed that this initial task of co-ordinating campus learning resources could be completed within two years. However, an accurate estimate of what is needed cannot be made until the filling of long established vacancies allows for a careful survey of the various campus libraries and untended collections.

It is doubtful whether at this stage, with the possibility of links with computerised data banks on the horizon, the cost and upkeep of a national union catalogue would be justified. With a union catalogue of University holdings and with the catalogues of the Jamaica Library Service and the West India Reference Library or National Library designate maintained, it should be possible, by designating the last as a national bibliographic information centre, to locate by telephone a high percentage of the titles required.

9. The University Library at Mona has at present a substantial and notable collection of Government documents. Recognizing traditional and existing strengths of research collections, it is recommended that that Library be named a legal depository of Government documents without prejudice to any provisions made to the West India Reference Library as the National Library of Jamaica. In addition, the University Library would wish the right to claim a copy of every book printed in Jamaica on demand.

Medium and Long Term

In our circumstances (i.e. in the University Library) it would seem precious to distinguish between these as they largely represent, as far as can be foreseen at present, nothing more than an accelerated growth and implementation of the plans identified as short term. Given immediate assistance to get out of the strait-jacket of exceedingly cramped accommodation, which is a *sine qua non* of any kind of effective participation and success in adopting some of the technological advances which are completely changing some aspects of librarianship, the University Library in Jamaica should be able to develop all those aspects of a national library service which have been identified as its appropriate contribution to the national system.

The following matters are recommended for special consideration after the short-term recommendations have been implemented:

1. The subject areas in which the University Library might well be designated the national resource have already been indicated above. Given adequate storage, it would and should undertake the task of receiving on transfer all recorded knowledge in these subject areas now in other repositories, which these may be persuaded to, or are willing to transfer to its keeping, on the understanding that these records would be made available to the public outside the University, either on loan or for reference, according to the nature of the material. An example of such co-operation took place about 20 years ago when the Ministry of Agriculture transferred its rare and early works on botany to the University Library where many are preserved in the Library's Rare Book Room.

2. The University Library should also be the national repository for superseded literature in any subject area for which it is not designated the national resource, provided that the material is deemed worthy of preservation and the Library which has that responsibility wishes to transfer such material. For example, it may well be desirable to name the Library of the Ministry of Agriculture as the national resource library on Agriculture, the Scientific Research Council Library as that for certain, if not all, aspects of technology, and Law might well be divided according to its various branches and according to the basic strengths and obligatory acquisition policies of the three libraries concerned, viz., the Supreme Court Library, the Norman Manley Law School Library and the Main University Library.

3. In collaboration with the National Library, the University Library should plan to create a national bibliographic data base in machine-readable form.

4. In collaboration with the National Library and the Jamaica Archives, the University Library should plan to undertake a national programme for the preservation of research material.

Appendix

THE UNIVERSITY OF THE WEST INDIES LIBRARY'S ROLE IN SUPPORTING LOCAL LIBRARIES

Any attempt to quantify the extent to which the U.W.I. Library (Mona) provides services to other libraries and non-U.W.I. affiliated individuals in Jamaica is hampered by two factors. Firstly, registration records, which would indicate the number of non-U.W.I. affiliated individuals who have been granted either reading or borrowing facilities, are not structured in such a way so as to make this information available without an exhaustive search of the files. At best we can now only approximate from current registration, which does not give us an annual summary of such facilities granted. Secondly, in relation to loans of materials to other libraries, reproduced materials rather than loan, and telephoned reference inquiries, statistics kept usually relate to the "hard" loans, i.e., those transacted by letter or on ILL forms, and do not reflect such loans made for example from the Medical Library to the Library of the Caribbean Food and Nutrition Institute. Other aspects of interlibrary loans such as telephone calls or personal visits to verify local holdings are not recorded. Only selected reference queries received by telephone in the Main Library are regularly noted on file, and they are not regularly noted in either of the branch libraries. These informal aspects of the services, which are certainly worth mentioning, can only be indicated by rough estimates.

As a point of interest it was noted in both the Main and Science Libraries that as graduates of the U.W.I.'s Department of Library Studies find employment in government and special libraries, the number of requests appears to increase, perhaps indicating their heightened awareness of resources available at U.W.I. libraries. Also interesting is the absence of any recorded requests made by the Jamaica Library Service, nor could any of the librarians concerned remember any telephoned requests for information during the last year or so.

1. Items loaned to non-U.W.I. libraries in Jamaica 1975-1976

Main Library	13	Ministry of Mining and Natural Resources Bureau of Standards West India Reference Library Ministry of Industry
Medical Library	25 (est.)	Caribbean Food and Nutrition Institute
Science Library	14	
	52 (est.)	

2. Items (articles, parts of books, etc.) photocopied for non-U.W.I. libraries in Jamaica 1975-1976

Main Library	79	National Literacy Board International Bauxite Association Supreme Court Library Norman Manley Law School Individuals
Medical Library	100 (est.)	Cornwall Regional Hospital Caribbean Food and Nutrition Institute Scientific Research Council College of Arts, Science and Technology
Science Library	11	
	190 (est.)	

3. Selected telephone reference queries from other libraries in Jamaica received in the Main Library, October-December, 1976: 17

   Most of these were of a quick reference nature, i.e., addresses, abbreviations, etc. from International Bauxite Association, Ministry of Mining and Natural Resources, the Daily News, Caribbean Food and Nutrition Institute, Ministry of Health, the Coconut Board, the Dental Association of Jamaica. An estimate may be three or four such calls per week received at the Main Library.

   Six reference queries from four libraries were noted in the Science Library.

   These were of a more in-depth nature than the quick reference type recorded above for the Main Library.

4. Accessions lists and periodicals holdings lists are regularly sent to eleven local libraries from the Science library:

   Science Museum Library, Institute of Jamaica,
   West India Reference Library, Institute of Jamaica,
   Library, Alcan Jamaica Ltd.,
   Library, College of Arts, Science and Technology,
   International Bauxite Association Library,
   Library, Mines and Geology Division, Ministry of Mining and Natural Resources
   Library, Bureau of Standards,
   Scientific Research Council Library,
   Library, Ministry of Agriculture,
   Library, Ministry of Mining and Natural Resources,
   Natural Resources Conservation Department, Ministry of Mining and Natural Resources.

   The Science Library also sends contents pages of selected periodical titles to one Library.

   The Medical Library sends its accessions list to five local non-U.W.I. Libraries:

   Cornwall Regional Hospital,
   Kingston Public Hospital,
   Caribbean Food and Nutrition Institute,
   Mandeville Hospital,
   Scientific Research Council.

5. There are currently 102 non-U.W.I. Jamaica-resident individuals who have been granted either reading or borrowing facilities.

Report of
Working Party
No. 8

MANPOWER RESOURCES

I. INTRODUCTION

The Working Party on Manpower Resources met three times on February 15, 18 and 28, 1977.

During the course of the deliberations which took place the need to disseminate information about Government programmes at all levels, particularly at the "grass roots" level was borne in mind. Six main areas were identified for consideration: manpower requirements; recruitment; training needs; wastage in the profession; conditions of service and salaries.

II. MANPOWER REQUIREMENTS

It was recognized that staffing was inadequate in many areas and that present needs and realistic projections of future manpower requirements would be identified in the reports of other Working Parties. The situation in existence in the various services was, nevertheless, taken into consideration.

In regard to schools, the position was found to be most unsatisfactory in that only 20 trained members of staff were available in 876 primary and secondary schools, and of 54 traditional high schools only some 25% have trained personnel.

The Public Library Service (including the Schools Library Service), the University of the West Indies libraries, the libraries of the Institute of Jamaica, Government libraries and libraries in the private sector, including those specializing in science and technology, all suffer from staff shortages in varying degrees.

In addition manpower requirements in some special areas are not being adequately met: personnel in the area of data bases and automation and specialist staff with a science and technology background are some of the areas readily identifiable. Adequately trained para-professionals are needed in all areas to provide the necessary support for professional staff. The need is particularly urgent in the smaller library systems where resources for proper in-service training are limited.

Every effort should be made to provide for adequate staffing in deficient areas. In addition to the long-term task of training more staff either at the professional or sub-professional level or attracting personnel with specialist backgrounds for training in specialist areas, thought should be given to the integration of some services particularly in Government libraries and rationalization by sharing of professional services in small special libraries.

III. RECRUITMENT

Recruitment was considered at two levels:

A. Professional Staff

B. Support Staff

A. Professional Staff

The total intake of Jamaican students at the Department of Library Studies of the University of the West Indies since its inception in 1971 has been 93, at rates varying between 14 to 17 undergraduates and 3 to 10 postgraduates per annum. At first, recruitment to the school did not pose a problem since there were many persons employed in libraries who were already qualified for admission to the University. In addition UNESCO scholarships were available as also sponsorship by employing institutions. The UNESCO programme ended as planned after 5 years and with the advent of "free education" for Jamaicans, employing institutions ceased sponsorship of students. Consequently difficulties in recruitment developed since students find it difficult to manage on the Government grant only. This is particularly true of those potential recruits with working experience who already have commitments.

Some candidates with lower level matriculation requirements enter the University as evening students and are obliged to complete 6 first-year courses in 2 years. This can be difficult and frustrating for the student who has to work and study. In addition, the choice of subjects in the evening programme is limited and this restriction follows the student throughout his University career.

It was felt that potential entrants to the profession who are already working in libraries should be encouraged by employing institutions to acquire the necessary 'A' level subjects by granting time off for attendance at such classes. This method is more likely to gain them entrance into the Department of Library Studies since the number of applicants for the evening courses has increased substantially recently, and preference is given to those who already have more than the minimum lower level requirements.

B. Support Staff

Recruitment of support staff poses no difficulty at this time due to the present stringent economic conditions. The problem in this category is the turnover of staff who move on to other areas which offer better career opportunities.

User awareness

The necessity for public education programmes to emphasize user awareness and publicize the work of libraries, thus facilitating recruitment to the profession, was also identified.

IV. TRAINING NEEDS

Full-scale professional training for librarians is provided by the Department of Library Studies at the University of the West Indies. At present training is offered at two levels, the 3 year undergraduate programme leading to the B.A. Library Studies and a one year postgraduate programme leading to the Diploma in Library Studies. In addition, it is hoped to offer advanced programmes such as the M.A. by thesis in the near future. However, in order to make it possible for the Department of Library Studies to provide comprehensive training for the needs of the profession, the curriculum and staff should be expanded.

It was considered that where the need arises, efforts should be made to recruit to the profession and train personnel with specialist knowledge. It was also thought desirable that facilities should exist at the University to enable practising librarians to advance their professional development or gain specialist knowledge.

The training of counterparts was also seen to be necessary to enable such staff to replace with competence expert librarians brought to Jamaica for specific purposes.

The lack of adequate facilities for the training of teacher/librarians was noted and, it was considered that suitable courses should be made available at teachers' training colleges. It was also emphasized that recognition from the Ministry of Education for this type of training is essential in terms of supervision of interns and placement of such staff in suitable posts. The need to join forces with the Jamaica Teachers' Association and other teachers' organizations was also recognized in order to convince teachers of the importance of teacher/librarians in schools. The relevance of the school library as a vital support in the education process and in the self-education of students should be stressed. It was felt that an urgent and clear statement was needed from the authorities (Ministry of Education) about school libraries and the status of persons with library training in schools.

The immediate need for formal training with proper certification for support staff was identified. This would facilitate the structuring of staff working in the field, ensure mobility and minimize wastage. Untrained personnel should also be afforded the opportunity through staff development programmes of upgrading their education in order to benefit from further training as professionals at the Department of Library Studies or as support staff in relevant institutions.

V. WASTAGE IN THE PROFESSION

Professional Grades

Wastage does not appear to be a serious problem in the professional grades. Recently, with the growth of different types of libraries there has been increased movement from one system to another, especially from the Public Library Service. This cannot, however, be considered as wastage as the majority of trained librarians have remained in the profession and very few have migrated.

Most wastage occurs in Government ministries, departments and agencies due to the duplication of staff in the absence of a non-integrated service. Many small collections in departments can be more effectively exploited if they were co-ordinated under the management of one or two librarians. In addition centralized acquisition, cataloguing and classifying, indexing, abstracting etc. could result in a more effective library service to Government departments and facilitate more efficient retrieval of information.

A Director of Government libraries to co-ordinate manpower needs and provide an integrated service is required immediately. This would result in the creation of a structure designed to provide career opportunities for library staff in the Government service.

The importance of access to information as a basis for Government planning is increasingly being recognized: the time is therefore ripe for the efficient organization of Government libraries.

In so far as educational institutions are concerned, it was found that trained teachers who have done the optional library course at teachers' training colleges are seldom used in primary school libraries. The acute shortage of teachers is the usual reason given. The number trained so far is not readily available (a rough estimate is over 100): however, only two teacher/librarians are known to be working in primary schools.

In the traditional and new secondary schools the situation is slightly better but still there is a tendency, especially in the new secondary schools, to use the services of the librarian for teaching during periods of staff shortages.

Non-Professional Grades

A high incidence of wastage occurs in these grades. Due to the lack of formal training facilities, there is no opportunity for promotion of non-professional personnel. Staff in these categories, realizing that there is no real scope for achievement, soon leave the field. A formal programme of training leading to a certificate of competence would facilitate the proper structuring of staff in this category, provide career opportunities and stem the wastage which now occurs.

VI. CONDITIONS OF SERVICE

The following recommendations on conditions of service are embodied in a draft prepared by the Status and Conditions of Service Sub-Committee of the Jamaica Library Association. Although it has not yet been approved by the Library Association, the Working Party recommends that it be adopted for use in the field of libraries, archives and documentation services.

Draft Recommendations on Conditions of Service, February, 1977

The Sub-Committee, whilst recognizing that the Library Association could never attempt to lay down the conditions of service for all library staff in the different employing institutions, believes nevertheless, that it can establish guidelines for employers and employees alike.

These recommendations, therefore, are no more than general statements for the guidance of employers and employees.

Appointments and Terms of Employment
The precise terms and conditions of every appointment should be stated in writing and should designate the position to which the person is appointed. Prospective employees should be made fully aware of all terms and conditions of service, and on accepting an appointment should so state in writing. These terms and conditions should include the following:

(i) salary scale
(ii) job description
(iii) probation and tenure
(iv) working hours per week
(v) leave facilities
(vi) opportunities for educational and/or professional advancement
(vii) retirement benefits
(viii) other facilities and benefits available
(ix) grievance and disciplinary procedure
(x) termination of services

(i) Salary Scale

The full scale and methods of granting increments should be clearly stated and should include any professional or other bar which might prevent the appointee from advancing in the grade.

(ii) Job Description

This should state the specific duties of the job to which the appointee is assigned.

(iii) Probation and Tenure

(a) In the case of full-time appointments, if the appointee is required to serve a probationary period, this period should be sufficiently long to determine the individual's aptitudes and potentials without engendering in the appointee a belief that permanent appointment is automatic. For all categories of staff this period should be stated in writing at the time of appointment.

(b) If the minimum probationary period proves insufficient to determine the potentials of an appointee, then it should be extended for a further specific period and this should also be in writing. A second extension is not recommended.

(c) Sufficient notice should be given prior to the expiration of the probationary period if the probationer is not to be confirmed in the post. Under normal circumstances the minimum should be two (2) weeks notice.

Tenure should guarantee a degree of job security which would encourage persons of ability to remain with the organization.

(d) **Permanent employment.** The assurance of continuous and permanent employment should be the right of every employee so long as he performs his duties competently and fulfils all other requirements of service.

(e) **Opportunity for promotion.** Appointments and promotions should be based solely on merit without regard to political, economic, religious or other considerations.

(iv) Working hours

Working hours per week should be clearly stated. If staff are required to work on a shift system, it is recommended that evening schedules be limited, where possible, to not more than 2 evenings per week except by special agreement.

(v) Leave facilities

A clear statement as to eligibility for vacation, sick, casual (departmental), study and maternity leave should be included. This should state the following:

(a) Number of days or weeks allowed per year.
(b) The period within which leave is calculated
(c) The first date on which vacation leave becomes due.
(d) The maximum number of days which may be accumulated, if any.
(e) The period of time required for submission of leave application.

It is recommended that permanent leave records be maintained for all employees. These could give some indication of performance or be used as a basis for compassionate considerations.

(vi) Training opportunities

(a) Where scholarships or study with pay are granted, both employer and employee should agree on the terms which should include service with the organization for a specific period of time on completion of the course.

(b) Staff should be encouraged to attend conferences and training courses which will lead to improved efficiency in the performance of their jobs. Such encouragement could include necessary time off, payment of fees, travelling and subsistence.

(vii) Provisions for retirement

An adequate pension system for retirement at a specified age or for disability in the course of duties should be provided. It is suggested that the retirement age should be between 55 and 60 years. This pension system may or may not include worker contributions.

(viii) Other benefits

Allowances and other benefits, if any, should be specified, and should include the conditions under which they are granted.

(ix) Grievance and disciplinary procedures

Grievance and disciplinary procedures should be clearly set out for the guidance of both employer and employee.

(x) Termination of services

Reasons for the termination of services and the amount of notice required, if any, should be clearly stated. In cases where employment has to be terminated and the employee is eligible for severance pay, the formula for this payment should also be set out.

VII. SALARIES

Whilst recognising that firm recommendations on salaries for the profession would be impractical, the Working Party nevertheless decided that certain guidelines and principles should be emphasized. It drew heavily on the Jamaica Library Association's recommendations to Government's Classification Unit in 1975. The principles outlined in these recommendations form the basis for the guidelines on salaries set out below:

(a) Recommendations on the classification and grading of professional posts should be based on a realistic assessment of professional duties and responsibilities, educational standard and experience, professional training, managerial responsibility and competence. The salary scales should be commensurate with those of other professionals in the Government service.

(b) Grading of library personnel in the Civil Service should be structured to provide attractive career opportunities within the Government Service.

(c) Salaries payable at the recruitment level should compare favourably with those for other professionals at the same level.

(d) Qualified personnel employed in special libraries should attract remuneration comparable with other professionals in the organization as long as they possess the additional specialist subject knowledge applicable to their field.

(e) Personnel performing senior managerial duties in library, archives and documentation services should receive remuneration commensurate with other senior management categories in the Government Service.

(f) A proper study should be made by the Jamaica Library Association of the implications of the classification of librarians in a professional grade rather than in a management and administrative grade. Every effort should be made to secure recognition for professional as well as administrative skills.

(g) In educational institutions, recognition should be given to the librarian's role in the teaching and learning processes as well as the special professional and administrative duties required in organising a library to serve the entire school population. Librarians in these institutions should therefore be graded in posts of responsibility, e.g. Specialist Teacher, Senior Teacher, Senior / Principal Lecturer or Head of Department.

(h) In view of the high proportion of women engaged in the field of libraries, archives and documentation services, every effort should be made to ensure that salary structures and grades do not reflect discrimination against this sex.

The following criteria should be taken into consideration when determining salary:

Experience and Training

The relevant experience necessary for efficient performance of duties, both administrative and those relating to the specialist technical skills of librarianship.

Responsibilities

a) Responsibilities requiring independence of action or decision making.
b) Involvement in policy making.
c) The nature and extent of controls applicable i.e. whether direct or general.
d) The variety and scope of duties performed, e.g. in depth service, research, problems and complexity of duties in respect of population, geographical area or clientele serviced.
e) The number and types of positions supervised.
f) Responsibility for control and disbursement of funds, equipment and supplies.
g) The level of technical and professional skills needed to perform specialist jobs such as:
    i) Collection development including the assessment, selection and acquisition of materials to supply current and anticipated needs of users and secure maximum benefits from available financial resources.
    ii) Organizing the collection for efficient retrieval of information by such means as cataloguing and classification, indexing, abstracting and other bibliographical processes.

Qualifications

Education and professional training essential for the performance of duties including specialist subject knowledge where required.

VIII. RECOMMENDATIONS

The recommendations of the Working Party in regard to the main areas considered are set out below.

1. Manpower requirements

Steps should be taken to make good the deficiencies identified in the various services. Much can be accomplished in the first instance through rationalization by sharing professional expertise among small institutions and by the integration of certain Government libraries.

The training of professional staff with a specialist subject background, for example, in science and technology and in special areas such as automation to meet the demands of expected growth is essential as is also the training of support staff.

2. Recruitment

There is a clear need for the continued sponsorship of students by employing institutions which could be done as part of their development programme. In addition employing institutions and the professional association need to assist the recruitment programme of the Department of Library Studies by publicizing the work of libraries, unfilled vacancies and areas of specialization.

Employing institutions should make every effort to recruit matriculants and graduates with first degrees for subsequent professional training and should actively encourage existing staff to upgrade their educational standard in order to embark on professional training: furthermore entrants to the Department of Library Studies would thus derive benefit from previous working experience.

There is in addition a need for the recruitment of graduates from specialist areas for professional training.

3. Training needs

The expansion of the curriculum of the Department of Library Studies to provide comprehensive training in the field of libraries, archives and documentation services is essential. Provision should be made for areas such as Archive Administration, Automation, Organization and Management of Media Centres and Service to special groups such as the handicapped and new literates. Expansion of the Department to serve the needs of the Caribbean area would also minimize the risk of fragmentation resulting from the development of several small library schools in the region.

Proposals requiring the expansion of services needing specialist staff should be planned in consultation with the Department of Library Studies so that the requisite staff facilities and programmes can be provided by the Department. Where that is impractical, training overseas can be undertaken or a combination of both alternatives might be adopted. A purposeful effort is needed to recruit and train specialists for the profession, for example, personnel with a science or technology background.

Practising librarians should be encouraged to further their education by taking courses as occasional students either at the Department of Library Studies or in other departments of the University of the West Indies such as Law.

Provision should be made for the training of Jamaican staff designated to replace experts brought to the island to carry out specific jobs in libraries by adopting proposals such as that of the Scientific Research Council to obtain assistance from CIDA to organize special libraries in some institutions.

Facilities should be made available at designated teachers' training colleges to expand the existing facilities for the training of additional teacher/librarians for service in school libraries. In this connection the recognition by the Ministry of Education of the role of librarians in educational institutions was considered a vital necessity.

The establishment of a formal course of training for support staff in suitable institutions is essential to produce efficiency and provide career opportunities for such staff. Likewise untrained personnel should be encouraged to further their education with a view to upgrading their position.

In addition, publicity concerning the work of libraries would facilitate recruitment to the profession.

4. Wastage in the profession

In so far as the libraries in Government ministries, departments and agencies are concerned, wastage would be minimized by the central co-ordination of these libraries ideally under a Director of Government Libraries. Career opportunities should be provided for both professional and support staff in Government libraries. Non-professional staff should be given the opportunity of taking part in formal training programmes to enable a proper structuring of grades to take place and to create opportunities for promotion to higher grades.

There should be central provision for technical services in Government libraries to avoid duplication and promote efficiency.

5. Conditions of Service

The draft recommendations of the Sub-Committee of the Jamaica Library Association on the Status and Conditions of Service for Library Staff should be implemented as soon as possible.

6. Salaries

It was considered that the guidelines and principles enunciated in the Jamaica Library Association's recommendations to Government's Classification Unit in 1975 should be put into effect as soon as possible.

Appendix

SUMMARY OF RECOMMENDATIONS

SHORT TERM	MEDIUM TERM	LONG TERM
MANPOWER REQUIREMENTS 1. Making up deficiencies identified. 2. Rationalization by sharing professional services in small institutions. 3. Integration of libraries within Government Ministries. 4. Training of support staff.	1. Training of professional staff with specialist subject background, e.g. Science and Technology. 2. Training of professional staff for special areas, e.g. automation.	1. Continued training of staff to satisfy projected growth.
RECRUITMENT 1. Sponsorship of students by employing institutions. 2. Publicity programmes to assist recruitment. 3. Employing institutions should actively encourage existing staff to upgrade educational standard in order to embark on professional training.	1. Recruitment of graduates from specialist areas for professional training.	
TRAINING 1. Expansion of the curriculum of the Department of Library Studies to provide comprehensive training in the field of Libraries, Archives and Documentation Services, e.g. Archive Administration. 2. Institutions contemplating expansion or introduction of new services to consult with the Library School so that adequate provision can be made for training.	1. Training of specialists for the profession. 2. Expansion of the Library School to fully serve the needs of the Caribbean thus avoiding fragmentation.	

3. Setting up professional development programmes.	1. Training Counterpart staff.	1. Expansion of training facilities to meet anticipated growth.
4. Adequate provision for the training of teacher/ librarians.		
5. Urgent recognition of the role of librarians in educational institutions by the Ministry of Education.		
6. Establishment of a formal course of training for support staff.		
7. Upgrading of untrained personnel now working in libraries.		
8. User education.		
WASTAGE IN THE PROFESSION		
1. Integration of Government Ministry libraries under central management.	1. Central co-ordination of all Government library services.	
2. Central provision for technical services in libraries of Government Ministries.	2. Introduction of formal training programmes for non-professional staff for proper structuring of grades and to provide career opportunities.	
3. Assignment of teacher/librarians to their proper roles.		

Report of
Working Party
No. 9

DATA BASES AND AUTOMATION IN LIBRARIES

I. INTRODUCTION

The most significant factor in the area of development assigned to the Working Party on Data Bases and Automation in Libraries is that very little has really been investigated or achieved in the application of computer technology in information systems in Jamaica although there have been one or two noteworthy isolated breakthroughs.

A recent preliminary report on the possible automation of the University Libraries[1] makes this comment:

> "A vast amount of experimentation with and adoption of advanced technology in this field has been observed in libraries throughout the world. Some of this has met with failure but a substantial degree of success has been achieved and it is now established that automation has a beneficial place in libraries."

A perusal of current literature in this field will support this[2-6]. Thus it is accepted that both small and large libraries will continue to move in this direction. Indeed, Robert S. Taylor states[7]:

> "There is no doubt that automation of certain library functions will proceed at an increasing rate during the next decade. By 1975, when such routines as accounting, filing, ordering and cataloguing will have standard computer programmes, individual libraries will not have to bear the expense of designing and starting a new system. A cautionary word here: one should not make the mistake of thinking that money will be saved by automation, although the expense will become considerably less as programmes become standardised and as the profession benefits from experience. There will be other gains however. More time can be spent in helping students and faculty. Some professional librarians with the qualifications can teach or tutor as appropriate and thus help to bring the library more into the academic mainstream. Automation will provide the opportunity to develop union catalogs on a local basis, providing the user with a quicker way of locating materials. The extremely tedious and boring tasks of bookkeeping, filing, writing overdue notices, and checking in dozens or even hundreds of periodicals daily can be eliminated. Human talents can be used for human ends."

This quotation, although written in relation to University library services, is pertinent to the wider field of national information systems. In addition automated data banks can provide, according to Becker and Hayes, "a national resource of great magnitude and importance"[8].

There are, however, two very important considerations which are crucial to any move in the direction of developing computer applications in information systems. One is the need to recognise the vast amount of research, experimentation and production that has already been achieved. There is a sizeable volume of literature which exists on the subject and the number of information-oriented computer programmes and data management systems which exist must be carefully surveyed for possible selection of the most appropriate for the needs of the nation. The second point is that mistakes and duplication of effort which have been perpetrated in the name of advancement must be avoided at all costs. There is therefore great need for a cautious though positive and forward-moving approach to this activity. It is an essential step which needs to be taken, but one that should be well planned and co-ordinated.

II. SURVEY OF EXISTING AND PROJECTED PROGRAMMES

Existing Applications

It has been possible to identify a few systems already in operation in libraries and plans have been laid for the implementation of others. Two readily identifiable operational activities are:

Institute of Jamaica West India Reference Library: A KWIC indexing programme is being used to index the Daily Gleaner. Its use in other projects is being investigated, for example, the production of a Union List of Serials. Other computer applications such as the maintenance of the list of users in machine readable form are underway.

Alcan Information Centre: A periodical routing system is now in operation.

In addition, the following data bases appear to exist:

Laws of Jamaica index
Sugar Industry Research Institute Data Bank
Census Data
Electoral Information
Data on School Systems
CANA (Caribbean News Agency) News Service

A recent demonstration of an overseas hook-up through the use of Lockheed's Dialog Service has established the fact that such connections are possible. The significance of this is far-reaching as it has opened up a prospect of access to important data banks and computer services in the Americas and hopefully it should become a useful resource.

Computer Services

There are also several libraries which have access to computer services. These include:

Jamaica Library Service
University of the West Indies Library
Alcan Technical Information Centre
College of Arts, Science and Technology Library
Department of Statistics Library
Ministry of Education Library
Jamintel Library

In addition, the Central Government Data Processing Unit exists and should be available to Government-related information services.

Anticipated Projects

Those projects that have been identified may be listed as follows:

(a) ERIC service to the Ministry of Education
(b) AGRIS service to the Ministry of Agriculture
(c) DEVSIS service to the Institute of Social and Economic Research (ISER),
(d) Proposed Data Bank for ISER
(e) Proposed Data Bank for Government departments, being co-ordinated by the Ministry of Finance Planning Unit
(f) UNIDA Environmental Resources Data Bank to the National Conservation of Resources Project

Comment on this Section

What was very obvious to the Working Party as it attempted to put together the foregoing listing is that very little is actually known about the developments that are taking place in the field. The information was very patchy and unreliable and everything pointed to the urgent need for a proper survey to be undertaken. It was not possible in the very short time available even to make contact with resource personnel such as the President of the Computer Association, who might have had useful information to impart, and the Agents for Computer Sales in Jamaica. Having regard to the inevitable incompleteness that any hurried investigation might produce, the Working Party concluded that a mere indication of the practices and projections was all that was possible at this time. Positive recommendations for a proper survey are included in the report.

What should be emphasised, however, is that a great deal of what is happening is unco-ordinated and unplanned in terms of total systems and that the lack of knowledge about this development is very unsatisfactory. This must lead to duplication of national effort and non-access to useful and possibly available resource material by the nation at large. Also, this lack of information would hamper meaningful planning and integration.

III. OVERVIEW OF CURRENT POSSIBILITIES

Possible applications of computer technology in information systems can be summarised as follows:

1. Input / Output Storage considerations
2. Computer Services and Conversion methodology
3. Utilization possibilities:
   Acquisitions
   Cataloguing and indexing
   Serial work
   Circulation control
   Information retrieval
   Library management

Elaboration of this summary is given below:

1. Input / Output / Storage Considerations

Basically the librarian will be interested in the conversion of existing bibliographical and other records, in the manner in which these records will be kept in machine readable form and in the type of product which such records may be made to yield on demand. The total picture can be outlined as follows:

(a) Input: This can be achieved directly using
    Teletypewriters
    Video display units
    Optical scanners
    or directly using the following media:
    Punched cards
    Paper tape (e.g. from flexowriters)
    Magnetic tape.

(b) Output: This can be obtained in the following forms:
    Printed copy (in a variety of type styles and stationery formats including catalogue cards and copy for photo-typesetting)
    Punch cards
    Paper tape
    Magnetic tapes
    Microforms (open reel microfilms, casettes, microfiches)

(c) Storage: This can be maintained in machine-readable forms:
    Discs
    Magnetic tapes
    Magnetic drums
    Punch cards
    Paper tapes

Any automated system will employ a variety of these used in combination.

2. Computer Services and Conversion Methodology

Computer services may be made available to a library system in three ways:

(a) Through a computer (usually a minicomputer) devoted entirely to library operations. This might entail staff, e.g. systems analysts and programmers, and maintenance.

(b) Through an organisational in-house computer system (e.g. a UWI Campus computer) where maintenance and programming need not become the total responsibility of the library.

(c) Through commercial computer services paid for on a time-rental basis.

These methods may be supported by utilizing services offered on a networking basis: a terminal in a library may be connected to a computer at a node in a network via a telephone system.

Both current and retrospective conversion of bibliographical and other data may be achieved by input in a standardised format generated by the library staff (usually using specifically designed work sheets for copy), or if the data is available in machine readable form, data bases can be searched for matches and hits read off into the library's data base automatically.

Several sources, most of which originate with Library of Congress and British National Bibliography MARC tapes exist in the latter instance. These emanate either directly from the issuing bodies or through commercial firms such as Micrographics, Ltd. (North American) and Telecomputing Ltd. (British). Several of these firms have added printed or microform indexes which make searching more convenient.

Several computer programmes have been developed for the many tasks for which these machines have been employed in libraries. These include vendor-supplied services where basic programmes can be adapted to meet the needs of particular libraries. There are also many transferable minicomputer systems designed to support a wide range of library functions. Some of these have been developed in libraries but are available to other libraries, often at cost.

It is also possible to develop independently a series of programmes for an entire system.

Usually systems are planned and designed in either totality or library-wide but with the facility that each module can be developed independently or in progression. This is the most ideal pattern to follow as integration of developmental steps is possible and incompatibility of sub-systems is avoided.

3. **Utilization Possibilities**

The basic processes carried out in libraries for which mechanisation routines have been used can be grouped conveniently as follows:

(a) **Acquisitions:**

- (i) Purchases:
  - Desiderata lists
  - On order files
  - Order production
  - Accounting procedures and data
  - Statistics
- (ii) Gifts and exchanges:
  - Exchange contracts
  - Mailing lists

(b) **Cataloguing and Classification**

- Catalogues
- Union lists (holdings)
- Accession lists and subject lists
- Authority files
- Bibliographical data source files
- Special indexes (e.g. KWIC indexes)

(c) **Serials**

- Accounting (subscriptions, membership fees, etc.)
- Serial control (check in and claiming)
- Circulation (including routing)
- Binding specifications

(d) **Circulation:**

- Membership records
- Charging
- Discharging
- Generation of reports on the status of books, borrowers and borrowing.

(e) **Information retrieval:**

Creating and searching established data bases (e.g. New York Times Data Bank).
Selective dissemination of information (SDI)

(f) **Library Management:**

Application wherein the computer is used as a tool in the scientific management of library and information services, e.g. to predict growth patterns.

IV. POSSIBLE NATIONAL APPLICATIONS

The following outlines some of the possibilities:

1. Utilisation of data bases:

(a) Cataloguing and bibliographical services:

- — Local: the creation of a national catalogue in machine readable form which would constitute the basis for the production of hard copy catalogue entries and bibliographies.
- — External: harnessing catalogue data for all incoming material from abroad. This might be by means of a hook-up to a service such as OCLC (Ohio College Library Centre) or the purchase of LC and BNB MARC Library of Congress and British National Bibliography Machine Readable cataloguing data tapes which could be searched locally.

(b) **Union Cataloguing:**

- — Local: the creation of a National Union Catalogue of the holdings of all libraries.
- — External: cooperating with the rest of the Caribbean region and also as a shared cataloguing centre in respect of this area for the N.P.A.C. (US National Programme for Acquisition and Cataloguing) with inevitable pay-off in cost of available LC services.

(c) Information Banks (subject citation and actual data, such as statistics:)

- — Locally created (e.g. Gleaner index, census data, law index.)
- — External (e.g. services provided by Dialog, New York Times)

2. Utilization of Automation in Technical Processes:

It is fairly certain that the University of the West Indies Libraries will lead in the automation of technical processes in Jamaica. Already a Systems Analyst is to be engaged and it would appear that funding will be forthcoming.

Obviously, largely because of compatibility, the first system to get underway will set the pattern for development in the area in Jamaica. An interest should be taken in what is happening at that institution. The recommendations of a recent report[9] which is the forerunner to this activity indicate the course to be followed.

Coupled with this should be the investigation of data management systems and their possible application in libraries in Jamaica.

3. Utilization of automation for direct user service:

The areas to be investigated are as follows:

- (a) Circulation control
- (b) Periodical routing
- (c) SDI (Selective dissemination of information)
- (d) Current awareness lists
- (e) Production of reading lists, specialist bibliographies, etc.
- (f) Information retrieval
- (g) Referral services

V. COSTING

It is extremely difficult to cost computerisation because of the many variables which are relevant. The cost involving the use of under-utilized in-house computer facilities will vary greatly from the cost of a dedicated computer or of contract services. The state of the records which one would wish to convert will add to or subtract from the cost depending on how close to the machine record they are or how much editing is required to bring them in line. A decision to maintain current files and "starve out" retrospective ones until they reach manageable proportions is just one of the many that can be taken. This is why a first approach has always to be the work of the Systems Analyst who will be able to cost existing requirements in a more meaningful way.

In their handbook[10] Hayes and Becker included a variety of costs but they emphasise that it is particularly difficult to cost an individual system until the design and all the component parts which go to make up the system are determined.

Immediate figures are to hand concerning the charges attached to accessing data bases in Dialog. It was found that the costs involved were as follows:

Terminal	...	U.S. $1,800.00
Telephone line inside the U.S.A.	...	U.S. $8.00 per hour or $1,200.00 per month
Telephone Line Jamaica/Miami	...	U.S. $4.30 per first 3 minutes and $1.00 each additional minute
Searching data bases	...	Average cost $25.00 per hour Highest cost $90.00 per hour

VI. RECOMMENDATIONS

The Working Party makes the following recommendations:

General

1. That a survey be conducted of Jamaican information resources already established or destined for compilation in machine readable form. The survey should include research facilities and activities, and computer facilities as well as data bases. Particular attention should be paid to the availability of computer facilities which could support information systems.
2. That a Library Information Task Force, which could be a subordinate body of the National Council on Libraries, Archives and Documentation Services (NACOLADS) be established to co-ordinate, promote and advise, inter alia on standards, compatibility, availability of services, literature searches, co-operation and co-ordination. The recommendations arrived at when further integration of the Federal Library Community in this area was investigated[11] are relevant.
3. The services of a Consultant/Systems Analyst to work with this body over say a five year period should be obtained.
4. That every effort be made to ensure compatibility both within systems and between systems.
5. That every effort be made to encourage forward-looking policies to ensure the easiest possible eventual conversion to automation in the future. This would mean planning for the immediate adoption of standards, such as the International Standard Bibliographic Description and techniques which would provide for integration into automated systems. Any changes in existing systems should recognise this factor.
6. That every effort should be made to remove or have waived the surcharges on telephone calls, both local and international, on all information-related retrieval systems to permit viability of hook-up programmes.
7. That at the highest level possible, Government seek to negotiate the most reasonable rates for telecommunication use both from Jamaica to the mainland, to other Caribbean Islands and within North America. It must be recognised that normal commercial rates are not suitable for this type of usage.
8. That in the planning for the utilization of external data banks, the delineation of national priorities in terms of information needs guide the promotion and co-ordination of this type of service.
9. That in this connection, cognizance be taken of the various possibilities for their utilization in this country. These may be listed as follows:
   (a) Interactive access to data bases through a telephone link.
   (b) The procurement of data banks in machine readable form together with computer programmes which will permit local access and searching.
   (c) The use of offline services which would mean the submission by mail or other carrier (e.g. Pouch service), of batched requests for on sight searching: this could be achieved with either local or overseas data bases.
   (d) The use of Telex to initiate requests rather than the written ones implied at (c).

In all these connections, the printing of the results of searches can be done at source and forwarded to the requester by mail. It must be fully understood, however, that results achieved in any but the on-line method are hazardous in that it might take two or three tries before adequate information is retrieved. While a batch process service may be useful and could be tapped immediately as no telecommunication facilities are involved, there could be an undue lapse of time before a satisfactory output is realised.

10. That outside funding be sought to support the development of automation in library and information services.
11. That provision be made, on a continuing basis, for the recurrent costs of maintaining such services.

Short-Term

1. That the automation of the University Libraries should be supported and monitored as the lead system in the field of automation.
2. That investigation should be carried out into methods of co-ordinating the University Library services with national information systems. This might well be by special grants to the libraries by the Governments concerned.
3. That total system automation of the present major national library operations, e.g. The Jamaica Library Service and the West India Reference Library (hopefully as the National Library) be planned on a phased basis.
4. That one of these operations be identified to provide automated technical services to Government and Government related libraries.
5. That as an extension, a similar service be provided to private libraries on a reciprocal or contract basis. The powerful nature of such a tool as a device to promote co-operation should not be ignored.
6. That constructive planning for immediate implementation for the education and training of staff be embarked upon. The following categories were identified:
   (a) Retraining of existing professionals
   (b) Ensuring that new graduates from the Library

School have had the relative education and training

   (c) Immediate specialist training of high level staff overseas in environments which have already been developed.
   (d) Inclusion of library-related data processing techniques in computer science classes.
   (e) Training of support staff generally.

7. That the curriculum development of the Department of Library Studies should include instruction in this whole area. Support should be given to ensure that this provision is available.
8. That planning for user education in the area of information handling should take place; this would include facility for recognising information needs and a knowledge of the sources and services through which those needs might be met.

Medium-term

1. That short-term recommendations 2, 3, 4, 5 become fully operational.
2. That the education and training programmes continue.
3. That the National Catalogue become operational as a result of the automation of the National Library.
4. That the National Union Catalogue become operational in so far as automation of library operations has taken place.
5. That user education continues.

Long-Term

1. That a national co-ordinated SDI Service to the Nation be established. A model would be the CAN/SDI system[12].
2. That the National Catalogue and the National Union Catalogue become fully operational.
3. That attention be given to the maintenance of all systems as well as to their refinement, development and evaluation.
4. That education and training of personnel continue.
5. That user education continues.

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Report of
Working Party
No. 10

PUBLISHING AND PRODUCTION: BOOKS AND AUDIO-VISUAL MATERIALS

I. INTRODUCTION

The Working Party on Publishing and Production: Books and Audio-Visual Materials met three times on February 16, 21 and 23.

The discussions were wide-ranging, reflecting the varied interests of members of the Working Party but a conscious effort was made to balance discussion on the three main areas covered: Book publishing and production, sound recording and film production. At an early stage in the discussions it was decided that:

(a) The focus of discussions would be on continuing education as distinct from the formal educational system.

(b) These discussions and whatever recommendations came out of then would be related to how they could help in the development and growth of libraries, archives and documentation services.

This Working Party operated under the constraint that it was focusing attention on activities that were relatively new in Jamaica and therefore not subject in the past to any kind of systematic study and analysis. As a consequence members did not have at their disposal the kinds of information and statistics necessary for making a wide range of specific recommendations. This was especially true of the publishing and film industries on which available information was scanty. Hence a recurring theme of the discussions was the need for extensive market research into the existing needs of the library and documentation services as well as the capacities and levels of technical skill in the production of books and audio-visual material existing in the country. Thus for example while the Working Party recognized the importance of costs, manpower needs and training in the development of book and audio-visual materials production, without reliable statistics it could give only passing attention to these subjects.

Because the Working Party did not have access to such information and because of the limited time it had to complete its deliberations, it became obvious that a Standing Committee should be established to gather the necessary information and make specific recommendations regarding the development of the publishing and audio-visual industries on the basis of this research.

II. BOOK PUBLISHING AND PRINTING

Book publishing and printing were discussed in some detail and although it was agreed that educational publishing was not immediately relevant to the deliberations, consideration of the relatively important part educational publishing would play in any plan to develop book publishing and printing on a national scale influenced the discussions and resulting recommendations.

The Working Party felt very strongly that the local book trade and publishing industry were the areas in greatest need of research before any major or specific recommendations could be made. However, immediate action could be taken as suggested in Recommendations 1-10.

A closer examination of the problems and potentials of the local printing industry is necessary. Book printing offers a real opportunity for printers to break into a new and potentially rewarding area of operation both for themselves and for the country. Special attention, therefore, needs to be given to the requirements of printers in the areas of importation of raw materials and export credit. At present the local printer suffers the disadvantage of not being able to have his contribution to export quantified. It is often not appreciated that the printing industry makes an important contribution to export earnings through its production of record jackets, labels, packaging and the like, which helps to make the product more attractive and therefore increases its sales appeal.

III. AUDIO-VISUAL MATERIALS

Whereas in the consideration of book publishing the Working Party's focus was on the development aspects of the industry, in the field of audio-visual materials it was felt that the area in need of most urgent attention was preservation of existing audio-visual materials* and expanded acquisition and use by libraries of these materials for educational purposes. Audio-visual materials are a valid and increasingly important component in recording, studying and transmitting our cultural heritage just as print has been and continues to be. Proper emphasis should therefore be given to the development, use and preservation of audio-visual materials.

Note was taken of the rapid development of the local recording industry and its impressive achievements over the last decade. It is reckoned that in Jamaica today an average of some sixty new productions appear each week and this would seem to indicate that Jamaica produces more records per head of population than any other country in the world. Equally impressive is the fact that the major portion of these productions is exported providing valuable foreign exchange.

The film industry including video-tape productions, is clearly not as well developed as the sound recording industry. One reason is that local film companies are not given the kind of encouragement necessary for sustained development and improvement. It is reported that the Government through some of its statutory bodies, for example, Air Jamaica, contracts out its most prestigious film productions to overseas companies even though both the expertise and equipment are available locally. An additional obstacle to local film companies is the inability of people making decisions to appreciate the peculiar requirements of the industry. For example officials at the Bank of Jamaica often fail to appreciate why local film makers should be granted foreign exchange to produce colour films promoting Jamaican products for viewing in countries with colour television.

The Working Party's preoccupation with preservation in relation to the audio-visual materials had arisen out of contrasting considerations in the recording and film industries.

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* *This clause added by UNESCO Consultant.*